

Instructions for activation of the aggregator by the agency

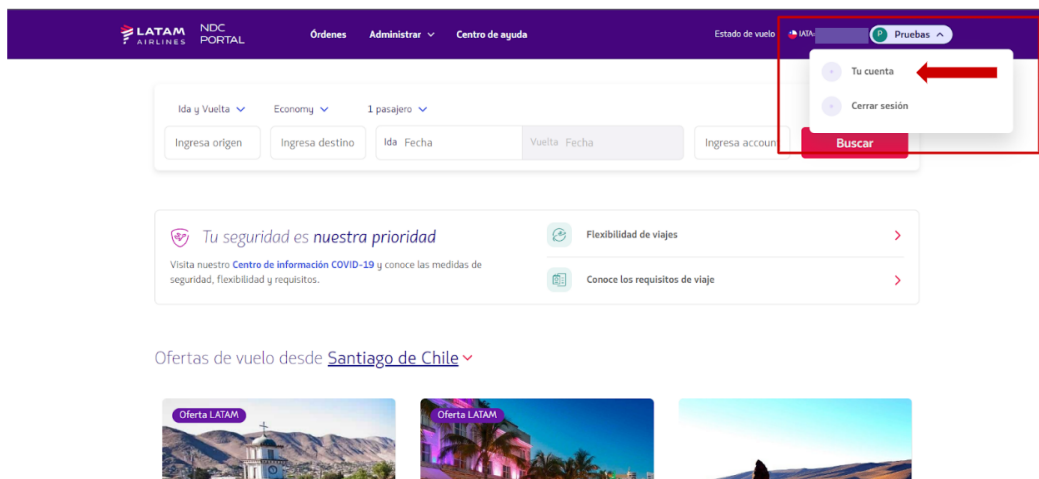
Agency user to operate with an aggregator

In order to access NDC through an aggregator, the Agency must create a new user on the portal. This one must be delivered to the third party so it can be configured on their own (email). This email will receive all NDC notifications, such as: purchase and delivery confirmation. It is allowed to use a generic email.

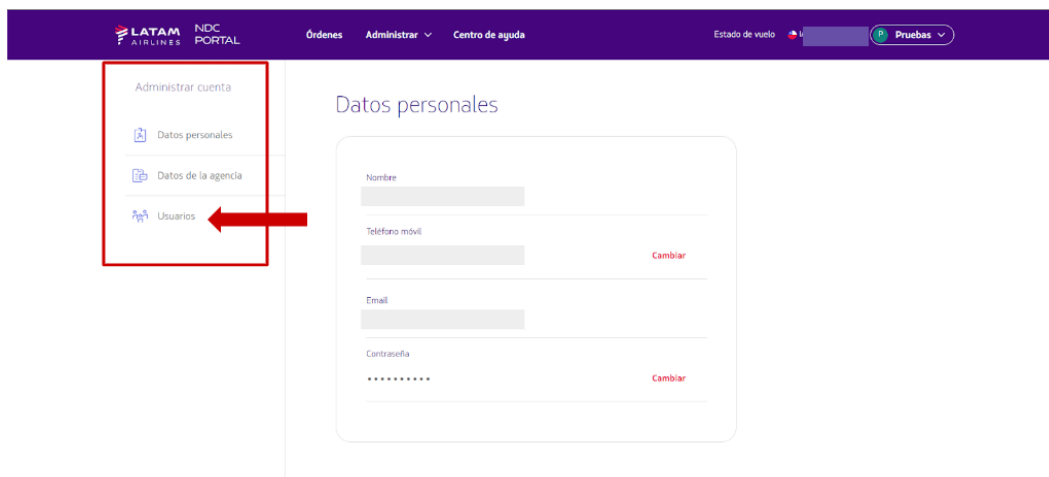
Preconditions: the user will create a new account that has access to the NDC by LATAM Portal and a "General Administrator" or "Supervisor" role that allows the creation of new users.

URL de Portal NDC: <https://www.agency.latamairlines.com/>

Step 1: Enter the NDC Portal and select the user's name in the upper right corner. Click on "Your account".



Step 2: Select "Users", third option on the left.



Step 3: Click on the "Create user" button.

The screenshot shows the 'Usuarios' management interface. At the top, there is a navigation bar with 'LATAM AIRLINES NDC PORTAL', 'Órdenes', 'Administrar', and 'Centro de ayuda'. Below this, a sidebar on the left contains 'Administrar cuenta', 'Datos personales', 'Datos de la agencia', and 'Usuarios'. The main content area is titled 'Usuarios' and includes a search bar with the text 'Revisa y administra los usuarios de tu agencia.' and a search button labeled 'Buscar'. A red box highlights the 'Crear usuario' button, with a red arrow pointing to it from the right. Below the search bar is a table with columns: 'Nombre', 'Email', 'Rol', 'Estado', and 'Acciones'. The table contains two rows of user data. At the bottom of the table, it says 'Tienes 2 usuarios registrados' and '1 - 2 de 2'.

Step 4: Select the role "Issuing Agent". Complete the information of the user (name, surname, email and as an option, mobile phone).

The first screenshot shows the 'Crear un nuevo usuario' form at step 1, 'Selección un rol'. It lists several roles: 'Administrador general', 'Supervisor', 'Agente de reserva', 'Agente emisor', 'Agente financiero', and 'Robotic - Apigee'. The 'Agente emisor' role is highlighted with a red box and a red arrow pointing to it. A 'Continuar' button is at the bottom.

The second screenshot shows the form at step 2, 'Ingresa los datos'. It has a sub-header 'Administrador general'. The form includes fields for 'Nombre' (with 'Agente' entered), 'Apellidos' (with 'Agencia' entered), 'Email' (with 'correo@agencia.com' entered), and 'País' (with '+56' selected). There is also a field for 'Teléfono móvil (opcional)'. A red arrow points to the 'Crear usuario' button at the bottom, and another red arrow points to a 'Volver' link below it.

Step 5: Once the user is created, it must be activated by the agent and send the registered email (mail@agency.com in the example) to the aggregator so that it can be incorporated into its order creation process.

Administración de usuarios en el LATAM NDC Portal. La interfaz muestra un menú lateral con opciones como 'Administrar cuenta', 'Datos personales', 'Datos de la agencia' y 'Usuarios'. El título principal es 'Usuarios' con el subtítulo 'Revisa y administra los usuarios de tu agencia.'.

Se encuentra un campo de búsqueda con el texto 'correo@agencia.com' y un botón 'Buscar'. A la derecha hay un botón 'Crear usuario'.

Nombre	Email	Rol	Estado	Acciones
	correo@agencia.com		Habilitado	⋮
		Supervisor	Habilitado	⋮

Tienes 2 usuarios registrados. 1 - 2 de 2

Observations:

- If you work with more than one aggregator, the system allows you to give different emails to each aggregator.
- The account must be active before notifying the aggregator, otherwise the order creation by the aggregator will not work correctly.