HOW TO ACCESS THE COMMISSION PORTAL

ACCESSING THE COMMISSION PORTAL
MY AFFILIATIONS

SELECT MY AFFILIATIONS FROM THE COMMISSIONS MENU

Marriott.com/travelagents
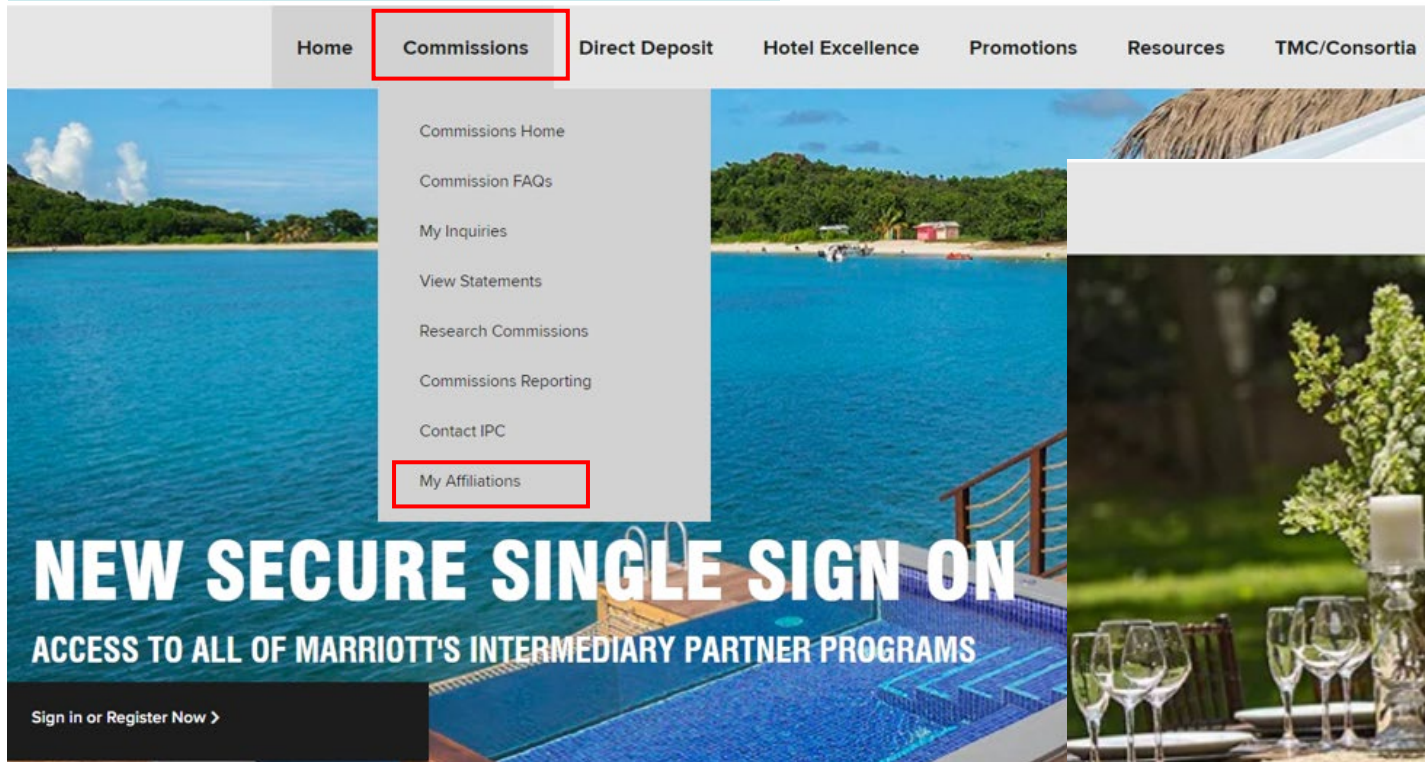
Marriott.com/grouppartners

SIGN IN TO MI PARTNER PRIVILEGES
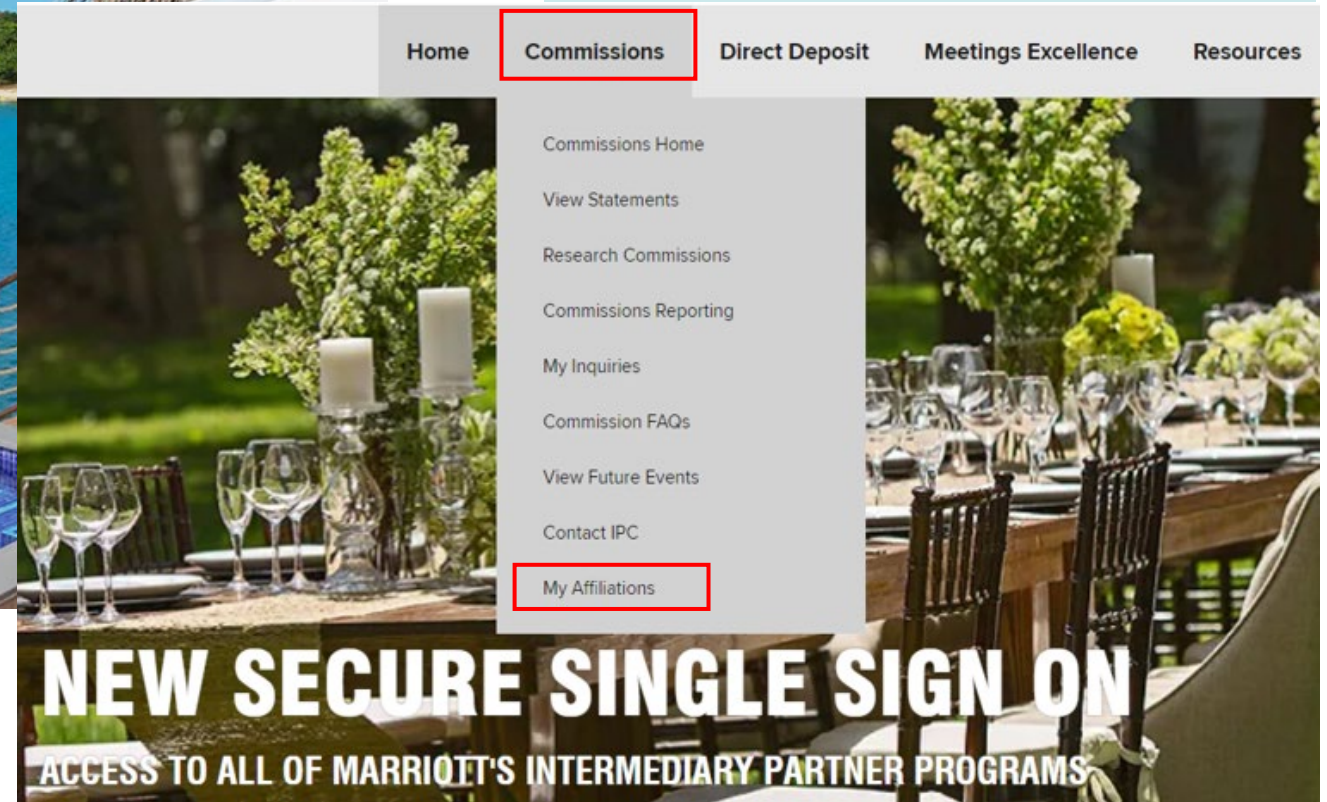
CLICK SIGN IN OR REGISTER

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SIGN IN OR REGISTER

SIGN IN OR REGISTER

If this is your first time logging in to MI Partner Privileges, click the **FIRST TIME/REGISTER** tab to verify your email and create your password for MI Partner Privileges.

ENSURE YOUR PROFILE IS CORRECT

COMPLETE YOUR PROFILE ACCURATELY

Profile

Prefix | First Name | Middle | Last Name

test@testemail.com

Your Preferred Language | IATA/IATAN VER / CLIA EMBARC ID NUMBER

Company / Agency

ARC, IATA, IATAN, TIDS, CLIA Number | Agency or Company Name

Telephone Number

Address 1 | Address 2

City | Country / Region

State / Province | Zip / Postal Code

If you are an IATA/IATAN or CLIA Owner/Verified Administrator requesting access to the commission portal, you must **enter your IATA/IATAN VER (10 digits) or CLIA EMBARC ID (8 digits)** number in your profile to ensure proper authentication.

CLICK ADD TO ESTABLISH YOUR AFFILIATION

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My Affiliations

Access to Marriott's Commission Portal requires additional verification. Click ADD to create a new affiliation and request access.

Need help? Click Here.

RETURN   ADD

After you click ADD, enter your ARC, IATA, IATAN, TIDS, OR CLIA number and click CONTINUE

To connect you to the secure features of Marriott's Commission Portal, we must first verify you have the appropriate authorization.

Please enter your eight digit ARC, IATA, IATAN, TIDS, or CLIA number to proceed.

ARC, IATA, IATAN, TIDS, CLIA Number

12345678

CONTINUE

Request Commission Portal Access

Please select one of the following:

○ Administrator Access*

I am an owner or principal with access to my organization's banking. I can approve Commission Portal Delegate access requests by others in my organization.

Administrators can also grant Co-Administrator access when approving requests for Delegate access.

*The Administrator verification process will require you to provide specific information in order to validate you as an authorized representative for the entity for which you are requesting access.

○ Delegate Access

I am not an owner or principal and need access to the non-banking Commission Portal features for this organization. Granting of my access will be done by the Administrator for this organization.

CONTINUE

Administrator: Individuals requesting Administrator access must be on file as the Owner/Verified Administrator with their ARC, CLIA or IATA accrediting body. This access is typically assigned to the person who manages financial operations for your organization. The Administrator has access to all commission portal features including the ability to manage commission portal access for other users.

Co-Administrator: This access can only be granted by the organization's verified Administrator and has the same access as an Administrator. Select Delegate Access and then your Administrator will have the option to assign this option.

Delegate: This access may be granted by the organization's verified Administrator or Co-Administrator, and can view commission statements, search commissions, and submit commission inquiries. Delegates are not authorized to sign-up for, modify and/or cancel direct deposit, or manage access to the commission portal for other users.

NOTE: The **Representative** role is offered as an alternative option to individuals that are unable to successfully complete the Administrator verification process. Once approved, a Representative is granted the same access as a Delegate. *See slides 17-19 for details on obtaining Representative access*.

Request Commission Portal Access ✕

Please select one of the following:

◯ **Administrator Access***
I am an owner or principal with access to my organization's banking. I can approve Commission Portal Delegate access requests by others in my organization.

Administrators can also grant **Co-Administrator** access when approving requests for Delegate access.

*The Administrator verification process will require you to provide specific information in order to validate you as an authorized representative for the entity for which you are requesting access.

◉ Delegate Access
I am not an owner or principal and need access to the non-banking Commission Portal features for this organization. Granting of my access will be done by the Administrator for this organization.

CONTINUE

Delegate access **may only be granted by the organization's verified Administrator** or Co-Administrator.

Delegates can **view commission statements**, **search commissions**, and submit commission **inquiries**.

Delegates are not authorized to sign-up for, modify and/or cancel direct deposit, or manage access to the commission portal for other users.

Consent ✕

By clicking agree, you certify:

(1) that you are an authorized representative of the designated ARC/IATA/IATAN/TIDS/CLIA organization; (2) the information you have provided is true and accurate, and (3) you understand that Marriott will share your information with the entity's owner or administrator for purposes of verifying the owner's or administrator's consent to the access you are requesting.

If Marriott determines that the information you have provided is false or inaccurate, then Marriott may suspend your access to MI Partner Privileges and terminate all related benefits. Additionally, Marriott reserves the right to exercise any available legal or equitable rights or remedies.

AGREE

Your request is [pending] approval by the Administrator

Your request has been logged and an email has been sent to this organization's Administrator to approve.

RETURN TO MY AFFILIATIONS

Your request is [on hold]

Your request has been logged. It is on hold because there is currently no Administrator to approve it.

You may want to invite the owner or verified administrator of this organization to register as the Administrator for Marriott's Commission Portal by sending an email advising them of your request.

Sample email text
Please register as an Administrator for Marriott's Commission Portal to approve my access as a Delegate.

Pending: The Administrator will be alerted that you have requested Delegate access. After the Administrator approves your access, you will receive an email stating your access was approved and the status on the My Affiliations page will change to Approved.

Hold: Your request has been logged but it is on hold because there is currently no Administrator to approve it. You may want to invite the owner or verified administrator of this organization to register as the Administrator for Marriott's Commission Portal by sending an email advising them of your request.

PROOF OF ACCESS TO FINANCIAL INFORMATION <u>AND</u> PROOF OF IDENTITY

Proof of Access to Financial Information

Be prepared to answer **new security questions** to confirm your access to your organization's commission financial information by obtaining the **date, amount (including decimal) and currency code** of one of your last 6 commission payments

Proof of Identity

If you are the Owner/Principal for your organization, **expedite** Administrator access by **confirming you are established as the verified Owner/Principal** with your accrediting body (ARC/CLIA/IATA). If you are an IATA/IATAN or CLIA Owner/Verified Administrator, **enter your IATA/IATAN VER or CLIA EMBARC ID number in your profile** to ensure proper authentication.

- **ARC**: Designated as an Owner with matching name and email address
- **CLIA**: Valid CLIA EMBARC ID with matching name designating you as the Company Admin for your organization's location
- **IATA/IATAN/TIDS**: Valid IATA/IATAN ID with matching name and cardholder position of Owner or Verified Administrator for your organization's location

If you have used an "Administrator" password to access the commission portal in the past, this **"Legacy Password"** may be used as a proof of identity response, if prompted for a Legacy Password during the authentication process.

If you are unsure about the status of your organization's Owner/Principal with your accrediting body, please contact ARC/CLIA/IATA to confirm.

Request Commission Portal Access ✕

Please select one of the following:

⦿ **Administrator Access***
I am an owner or principal with access to my organization's banking. I can approve Commission Portal Delegate access requests by others in my organization.

Administrators can also grant **Co-Administrator** access when approving requests for Delegate access.

The Administrator verification process will require you to provide specific information in order to validate you as an authorized representative for the entity for which you are requesting access.

◯ **Delegate Access**
I am <u>not</u> an owner or principal and need access to the non-banking Commission Portal features for this organization. Granting of my access will be done by the Administrator for this organization.

CONTINUE

An **Administrator** has access to all commission portal features including the ability to **manage commission portal access for others** in your organization.

This role is typically assigned to the person who **manages financial operations.** Once a user has established the role of Administrator, they will be able to designate another user as a Co-Administrator with the same rights as the Administrator.

Individuals requesting Administrator access **must be on file as the Owner/Principal** with their ARC, CLIA or IATA accrediting body for expedited authentication.

Consent ✕

By clicking agree, you certify:

(1) that you are an owner or administrator of the designated ARC/IATA/IATAN/TIDS/CLIA organization, and (2) the information you provide is true and accurate.

If Marriott determines that the information you have provided is false or inaccurate, then Marriott may suspend your access to MI Partner Privileges and terminate all related benefits. Additionally, Marriott reserves the right to exercise any available legal or equitable rights or remedies.

AGREE

REQUEST FOR COMMISSION PAYMENT DATE, AMOUNT AND CURRENCY

Demonstrate Access

Please show us that you have access to a commission payment or bank account by providing the exact amount and date of any of the last six commission payments.

☐ No commission payments received within the past 12 months.

Commission Payment Date mm/dd/yyyy

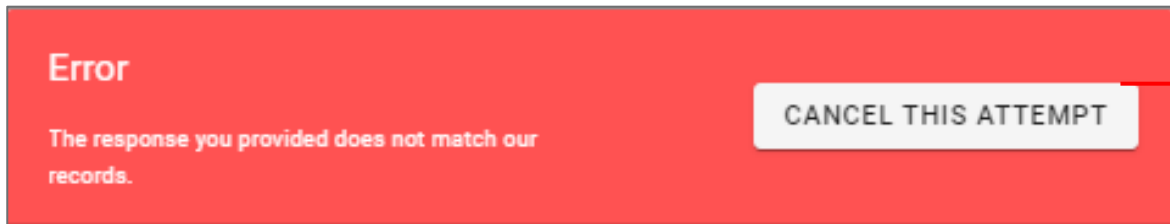Commission Payment Amount

Currency Code

SUBMIT

If the organization you are adding is new or doesn't have any recent **transient or group** commission payments, click the **No commission payments in the last 12 months** box.

Enter the date, exact amount (with decimal), and currency code of any of your last 6 **transient or group** commission payments.
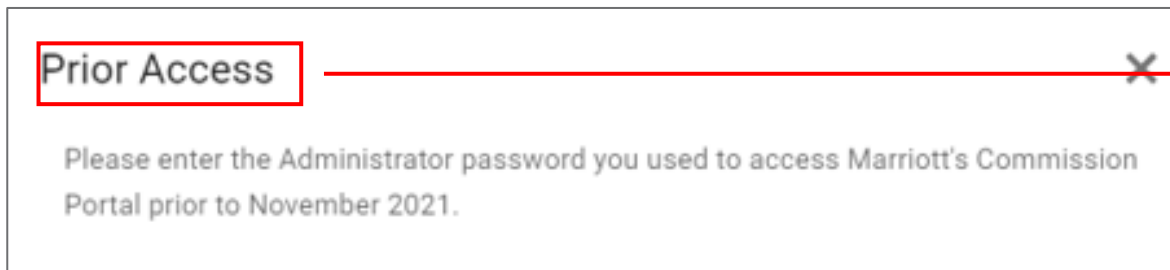
ADMINISTRATOR REQUEST RESPONSES

Access Approved

Your access to the commission portal has been approved.

RETURN TO MY AFFILIATIONS
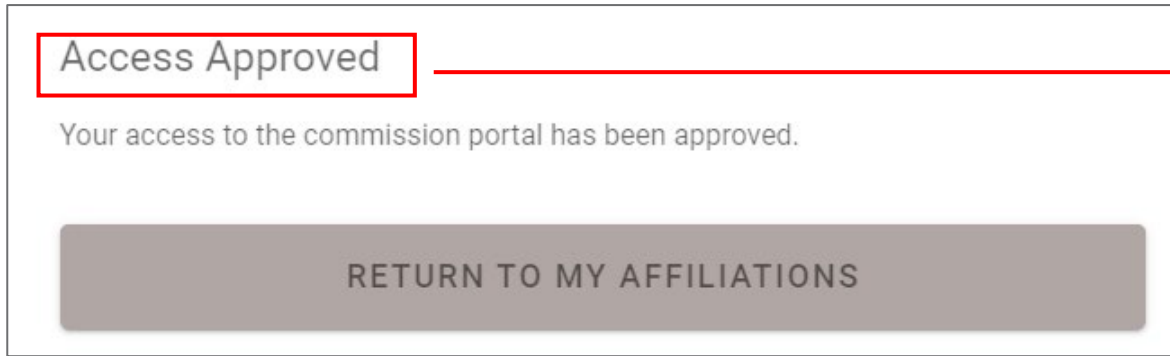
Approved: The organization will now be on your My Affiliations page and you can view commission statements, secure bank information and will be able to designate Co-Administrators and Delegates.

Error

The response you provided does not match our records.

CANCEL THIS ATTEMPT

Error: The information you provided did not meet the criteria so you will need to cancel the attempt and retry.

Prior Access ✕

Please enter the Administrator password you used to access Marriott's Commission Portal prior to November 2021.

Administrator Password Prompt: If applicable, you will be asked to provide a Legacy Administrative Password.

NOTE: If you are unsuccessful in completing the authentication process, your **My Affiliations** status will show **Incomplete**. You must delete your Incomplete attempt and try again when you are ready. This includes any changes made to your IATAN VER ID to update your role to Owner or Verified Admin.

Prior Access ✕

Please enter the Administrator password you used to access Marriott's Commission Portal prior to November 2021.

Enter Legacy Administrator Password

CONTINUE

I DON'T HAVE IT

If applicable, enter the Administrator password you used to access the commission portal prior to November 2021 as **proof of identity.**

If you don't know it or never had a Legacy Administrator Password, click the **"I DON'T HAVE IT"** box.

Access Approved

Your access to the commission portal has been approved.

RETURN TO MY AFFILIATIONS

Approved: The Administrator role has been approved and the organization will now be on your My Affiliations page. You can view commission statements, secure bank information and will be able to designate Co-Administrators and Delegates.

Additional Verification Required ✕

We are unable to verify your request for Administrator access. To qualify for access to the non-banking Commission Portal features as a Representative, please enter two additional commission payments of the last six, and since May 15, 2022. They must be different than the payment you previously entered.

Additional Verification Required: If you did not provide a legacy administrator password, you can qualify for **Representative** access by providing two additional commission payments. A Representative has the same access rights as a Delegate.

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Additional Verification Required ✕

We are unable to verify your request for Administrator access. To qualify for access to the non-banking Commission Portal features as a Representative, please enter two additional commission payments of the last six, and since May 15, 2022. They must be different than the payment you previously entered.

Additional commission payment

Commission Payment Date — mm/dd/yyyy

Commission Payment Amount

Currency Code

Additional commission payment

Commission Payment Date — mm/dd/yyyy

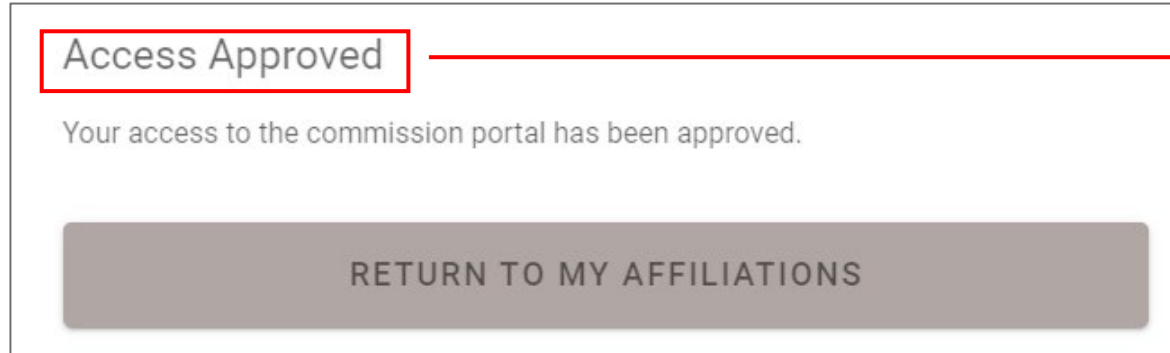Commission Payment Amount

Currency Code

SUBMIT

Representatives can view commission statements, search commissions, and submit commission inquiries, just like a Delegate.

Representatives are not authorized to sign-up for, modify and/or cancel direct deposit, or manage access to the commission portal for other users.

Enter the date, exact amount (with decimal), and currency of **two additional** commission payments of the last six since May 15,2022. They must be different than the payment that was previously entered.

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INTERNATIONAL

Access Approved

Your access to the commission portal has been approved.

RETURN TO MY AFFILIATIONS

Approved: The Representative role has been approved and the organization will now be on your My Affiliations page. You can view commission statements, search commissions, and submit commission inquiries.

Error

The response you provided does not match our records.

CANCEL THIS ATTEMPT
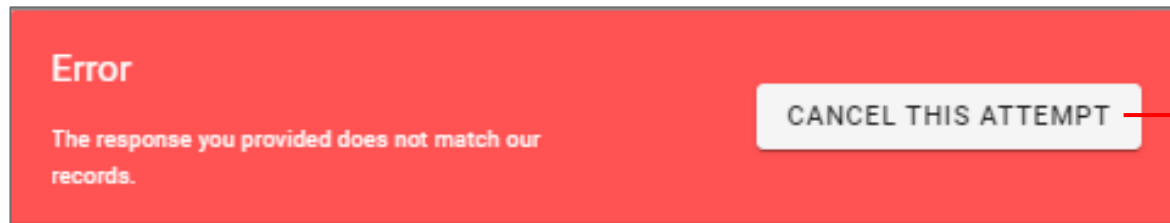
Error: The information you provided did not meet the criteria so you will need to cancel the attempt and retry.

REMINDER: If you are an IATA/IATAN or CLIA Owner/Verified Administrator requesting access to the commission portal, you must **enter your IATA/IATAN VER (10 digits) or CLIA EMBARC ID (8 digits)** number in your profile to ensure proper authentication.

NOTE: If you are unsuccessful in completing the authentication process, your **My Affiliations** status will show **Incomplete**. You must delete your Incomplete attempt and try again when you are ready. This includes any changes made to your IATAN VER ID to update your role to Owner or Verified Admin.

If you are unsuccessful in completing the authentication process, your **My Affiliations** status will show **Incomplete**. You must delete your Incomplete attempt by clicking on the **trash can** icon and try again when you are ready.

If you are an IATA/IATAN or CLIA Owner/Verified Administrator, you must **enter your IATA/IATAN VER (10 digits) or CLIA EMBARC ID (8 digits)** number in your profile to ensure proper authentication.

My Affiliations

Access to Marriott's Commission Portal requires additional verification. Click ADD to create a new affiliation and request access.

Need help? Click Here.

ARC/IATA/TIDS/CLIA	Agency Name	Role	Requested	Status ↓	Actions
12121212	TEST TRAVEL	ADMIN	4-Aug-2022 3:36:27 pm	INCOMPLETE	🗑

My Affiliations

Access to Marriott's Commission Portal requires additional verification. Click ADD to cre...

Need help? Click Here.

ARC/IATA/TIDS/CLIA	Agency Name	Role	Requested	Status	Actions	Message
12345678	Test Travel	ADMIN	27-Sep-2021 5:42:47 pm	APPROVED	👤⚙ 🗑	1 delegate applications

Click the person/cog icon to manage Delegate user access and the trash can to remove an affiliation.

Notifications will appear here.

Review delegate access requests and current users

User Access for 12345678

Current users and applicants are shown below. Click to approve, deny or remove users.
Need help? Click Here.

Email	Name	Role	Requested	Status	Actions
John@testmail.com	John Doe		27-Sep-2021 5:42:47 pm	APPROVED	
Jane@testmail.com	Jane Smith		28-Sep-2021 6:05:05 pm	PENDING	👤✓ 👤+ 👤✕

Approve delegate access request

Administrator Actions:
- Approve as Delegate
- Approve as Co-Admin
- Deny Request

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My Affiliations - Delegate Requester View

Access to Marriott's Commission Portal requires additional verification. Click ADD to create a new affiliation and request access.

Need help? Click Here.

ARC/IATA/TIDS/CLIA	Agency Name	Role ↑	Requested	Status	Actions
12121212	TEST TRAVEL	DELEGATE	28-Oct-2021 11:21:13 am	PENDING	🗑

You will receive an email alerting you when your Administrator has either approved or denied your request. If approved, your status will change to APPROVED.

My Affiliations - Administrator Approver View

Access to Marriott's Commission Portal requires additional verification. Click ADD to create a new affiliation and request access.

Need help? Click Here.

ARC/IATA/TIDS/CLIA	Agency Name	Role	Requested	Status	Actions	Message
12121212	TEST TRAVEL	ADMIN	27-Sep-2021 5:42:47 pm	APPROVED	👤⚙ 🗑	1 delegate applications

The Administrator will be alerted that you have requested Delegate access.

STILL NEED HELP ACCESSING THE COMMISSION PORTAL?

CONTACT OUR INTERMEDIARY PARTNER CARE TEAM AT:
mipartnerprivileges@marriott.com
(800) 831-3100, Option 5
(402) 390-1651 – Non-U.S.