FIATA Online Membership Registration Manual

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SYSTEM PREFACE

Individual Membership with FIATA is the result of the free choice of the freight forwarding entrepreneur to show a sense of compliance and belonging.

To begin your application to become a FIATA member, follow this guide which will direct you through the registration process.

STEP 1 – FIND REGISTRATION PAGE

To register as a new member, get to the registration page via one of the three routes (Figure 1) at www.fiata.com:
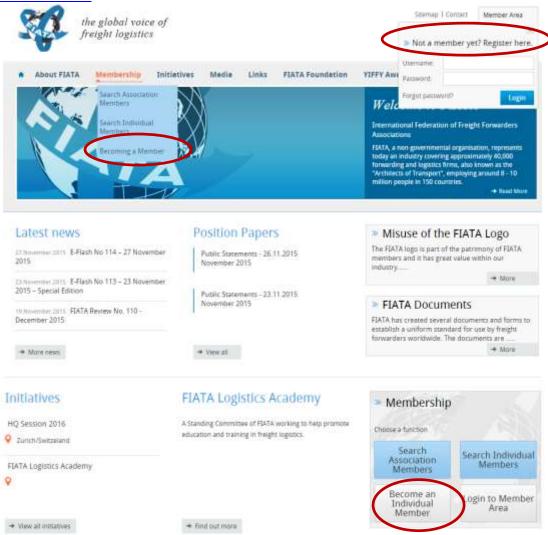

Figure 1 Accessing the registration page via the homepage

STEP 2 – CHOOSE MEMBERSHIP TYPE

Select the correct registration type for you by clicking 'Become a member' (Figure 2).
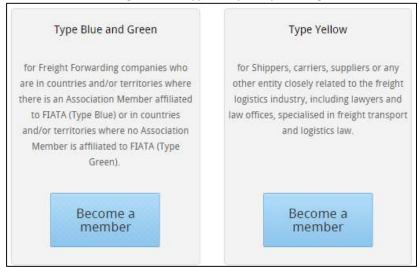

Figure 2 Choosing membership type

STEP 3 – FILL IN REGISTRATION FORM

The registration form opens (Figure 3). Please complete all fields marked with * and read the FIATA statutes Article 4 Membership. Mark the field to confirm you have read the statutes Article 4 Membership. Click on CREATE ACCOUNT.

Figure 3 Online application form

You will then receive a thank you email, also with an explanation of your applications progression for your record (Figure 4).

Thank you for Registering with FIATA

☐ office@fiata.com

Sent: Tue 24/11/2015 08:39

To: ☐ Abigail Mills

Dear testing1 testing1,

We thank you for your application. Please complete the next step of the registration process by logging in and uploading your signed document so that the system can return it to us for approval.
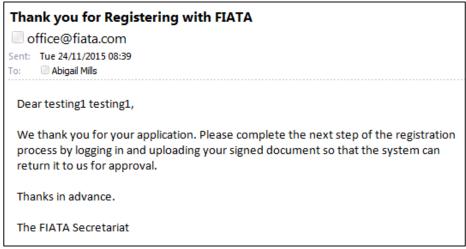
Thanks in advance.

The FIATA Secretariat

Figure 4 Email registration confirmation

STEP 4 – SIGNING, STAMPING AND UPLOADING FORM

Your application form with your details prefilled in will be automatically downloaded (Figure 5). You must print out the downloaded file and have it signed and stamped.
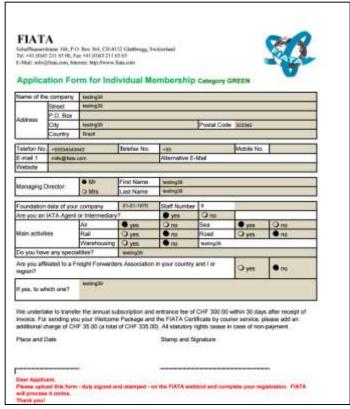

Figure 5 Downloaded application

Scan the application and re-upload it back to the FIATA website (Figure 6). Until you have uploaded this form, you will be redirected to this page every time you log in to the FIATA website. To re-upload it, click 'choose file', choose your document and then click 'Upload'.
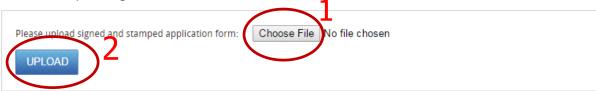

Figure 6 Upload document

STEP 5 – UPLOAD COMPLETE, WAIT FOR APPROVAL

If your application upload was successful, this will be automatically sent to FIATA or a FIATA Association member for approval. The following message is sent to your e-mail from office@fiata.com (Figure 7).
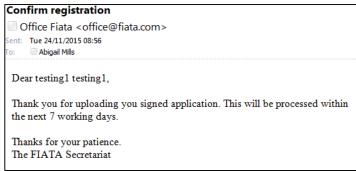

Figure 7 Email upload confirmed

STEP 6 – MEMBERSHIP APPROVED, VIEW INVOICE

Once your application is approved, you will receive the following email with a link to your invoice for your FIATA Membership (Figure 8). When you click the link in the email, you will be redirected to the FIATA website where you will be prompted to login (unless you are already logged in). Once logged in, you will be automatically redirected to the invoice.
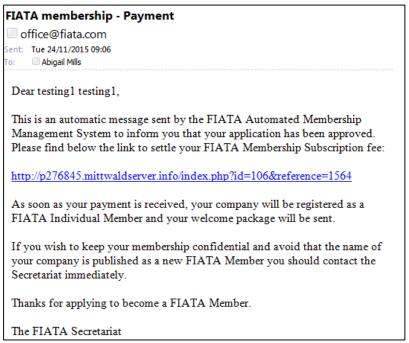

FIATA membership - Payment

office@fiata.com

Sent: Tue 24/11/2015 09:06

To: Abigail Mills

Dear testing1 testing1,

This is an automatic message sent by the FIATA Automated Membership Management System to inform you that your application has been approved. Please find below the link to settle your FIATA Membership Subscription fee:

http://p276845.mittwaldserver.info/index.php?id=106&reference=1564

As soon as your payment is received, your company will be registered as a FIATA Individual Member and your welcome package will be sent.

If you wish to keep your membership confidential and avoid that the name of your company is published as a new FIATA Member you should contact the Secretariat immediately.

Thanks for applying to become a FIATA Member.

The FIATA Secretariat

Figure 8 Email for payment

 Note I: If your membership is unsuccessful, you are unable to continue with this registration process and you will receive an email to inform you so titled "FIATA membership rejected" rather than the success email.

STEP 7 – PAYMENT OF INVOICE

From the invoice, confirm that you have read the FIATA Statutes by checking the box (Figure 9).

Conditions of payment: 30.06.2017, without any bank expenses for us.

FIATA Account: 1100-06205269   S.W.I.F.T.-Code: ZKBKCHZZ80A
                 Zürcher Kantonalbank   IBAN: CH24 0070 0110 0062 0526 9
                 CH – 8302 Kloten

☐ I have read FIATA statutes   PAY BY WIRE TRANSFER   PAY WITH CREDIT CARD

PRINT

Figure 9 Invoice

Then choose your preferred payment method:

    a. If you click on 'PAY BY WIRE TRANSFER', you will receive the bank details of FIATA. Once you have paid, please send a copy of your remittance advice to info@fiata.com for easier identification of your payment. FIATA will then activate your account accordingly. You have finished the registration process.

    b. If you click on 'PAY BY CREDIT CARD', you are connected to Datatrans, our payment system (Figure 10). Kindly fill in your credit card details and click pay. You will then be redirected back to the FIATA website.
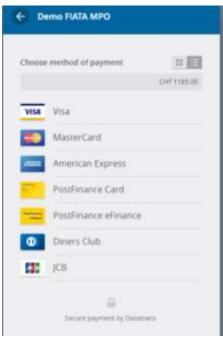

Figure 10 Datatrans

STEP 7 – PAYMENT SUCCESS (CREDIT CARD ONLY)

- If your payment by credit card was successful, a success message will be displayed on the page and you have completed the registration process.

- If your payment was unsuccessful, you will receive a failure message on the screen. Please return to Step 6 of this guide to retry the payment process.

FAQ

How do I access my invoice directly from the website?

 *You can also access your invoice directly from the member's area by clicking on 'My Invoices' and clicking on the invoice you wish to view (*Figure 11*). You must be logged in for this.*
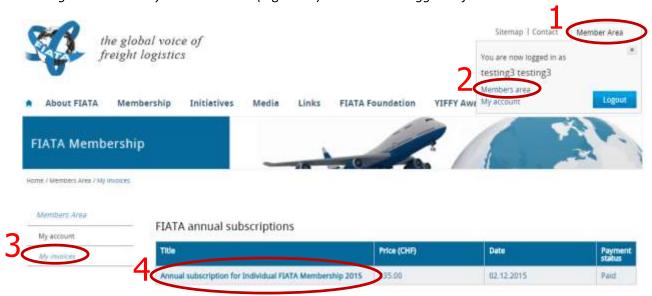

Figure 11 Finding invoice