

# **FIATA Online Membership Registration Manual**



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**Produced by: FIATA**

# 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](http://www.fiata.com):

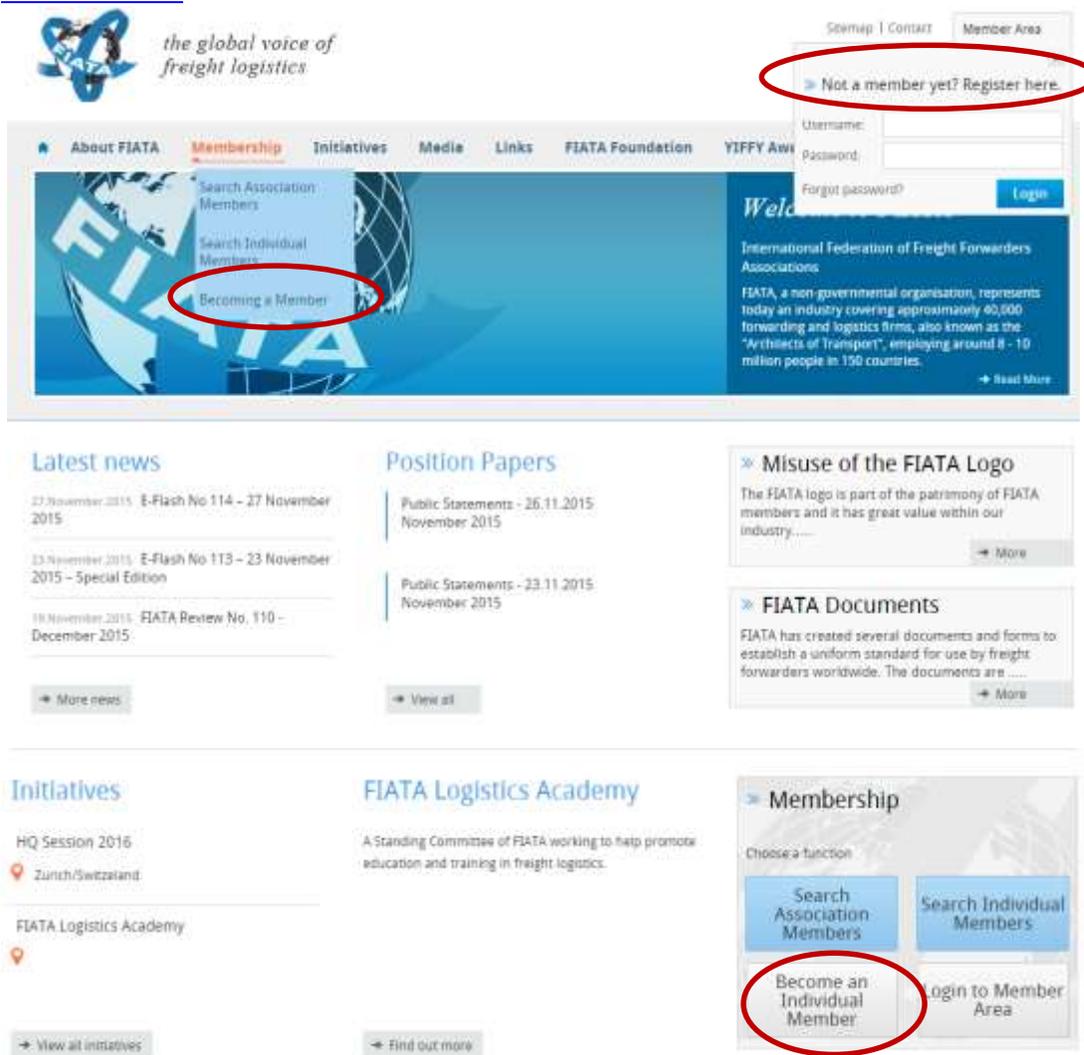


Figure 1 Accessing the registration page via the homepage

## **STEP 2 – CHOOSE MEMBERSHIP TYPE**

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

**Type Blue and Green**

for Freight Forwarding companies who are in countries and/or territories where there is an Association Member affiliated to FIATA (Type Blue) or in countries and/or territories where no Association Member is affiliated to FIATA (Type Green).

**Become a member**

**Type Yellow**

for Shippers, carriers, suppliers or any other entity closely related to the freight logistics industry, including lawyers and law offices, specialised in freight transport and logistics law.

**Become a member**

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.

**YOUR ACCOUNT**

Username \*  
(at least 6 characters)

Password \*

Repeat Password \*

**COMPANY INFORMATION**

Name of the Company \*

Street/ No. \*

P.O. Box

Postal code \*

City \*

Country \*

Telephone No. \*

Telex No.

Mobile No.

E-mail \*

Repeat E-mail \*

Alternative E-mail

Repeat Alternative E-mail

Website

**Managing Director**

Mr / Ms \*  
 Mr  Ms

First name \*

Last name \*

Foundation date of the company (dd-mm-yyyy)

How many employees does your company have? \*

Are you an IATA Agent or Intermediary? \*

What are your main activities? \*

How are you related to the Freight Logistics Industry? \*

What are your motivations for joining FIATA? \*

I have read the FIATA Statutes Article 4 Membership  
 I have read the FIATA Statutes Article 4 Membership \*

**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).

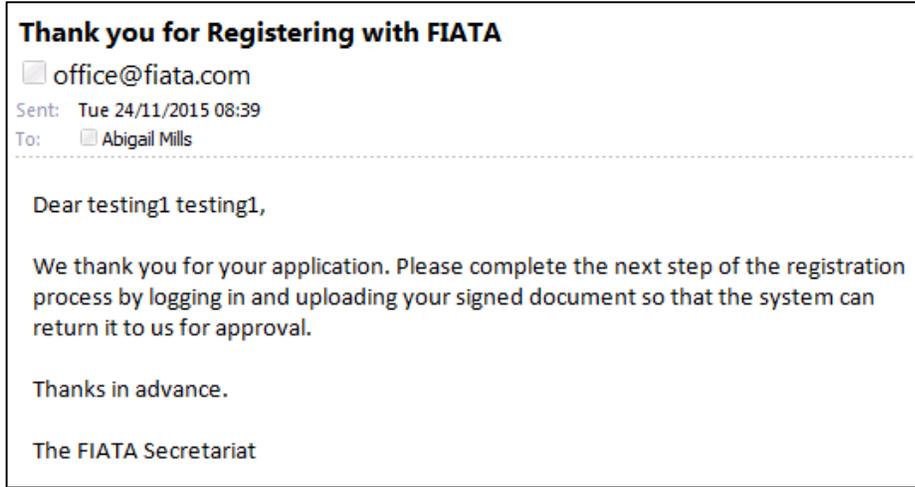


Figure 4 Email registration confirmation

## 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.

**FIATA**  
 Scheffstrasse 181, P.O. Box 304, CH-8152 Glattbrugg, Switzerland  
 Tel: +41 (0)43 211 83 00, Fax: +41 (0)43 211 83 83  
 E-Mail: info@fiata.com, Internet: <http://www.fiata.com>

**Application Form for Individual Membership Category GREEN**

|                     |  |           |             |
|---------------------|--|-----------|-------------|
| Name of the company |  | testing1  |             |
| Street              |  | testing10 |             |
| P.O. Box            |  |           |             |
| City                |  | testing10 | Postal Code |
| Country             |  | Brazil    |             |

|               |                |                    |     |            |  |
|---------------|----------------|--------------------|-----|------------|--|
| Telephone No. | +55(0)5533422  | Telefax No.        | +55 | Mobile No. |  |
| E-mail 1      | info@fiata.com | Alternative E-Mail |     |            |  |
| Website       |                |                    |     |            |  |

|                    |                                     |            |           |
|--------------------|-------------------------------------|------------|-----------|
| Managing Director: | <input checked="" type="radio"/> Mr | First Name | testing1  |
|                    | <input type="radio"/> Mrs           | Last Name  | testing10 |

|                                 |            |              |   |
|---------------------------------|------------|--------------|---|
| Foundation date of your company | 20/01/1970 | Staff Number | 8 |
|---------------------------------|------------|--------------|---|

|  |  |                          |  |
|--|--|--------------------------|--|
| Are you an IATA Agent or Intermediary? |  |                          |  |
| <input checked="" type="radio"/> yes   |  | <input type="radio"/> no |  |

|                 |                                      |   |                                      |                                     |
|-----------------|--------------------------------------|---|--------------------------------------|-------------------------------------|
| Main activities | <input checked="" type="radio"/> Air | <input type="radio"/> Sea                 | <input checked="" type="radio"/> yes | <input type="radio"/> no            |
|                 | <input type="radio"/> Rail           | <input checked="" type="radio"/> Road     | <input type="radio"/> yes            | <input checked="" type="radio"/> no |
|                 | <input type="radio"/> Warehousing    | <input checked="" type="radio"/> testing1 |                                      |                                     |

|                               |  |          |
|-------------------------------|--|----------|
| Do you have any specialities? |  | testing1 |
|-------------------------------|--|----------|

|   |  |                           |                                     |
|---|--|---------------------------|-------------------------------------|
| Are you affiliated to a Freight Forwarders Association in your country and / or region? |  | <input type="radio"/> yes | <input checked="" type="radio"/> no |
|---|--|---------------------------|-------------------------------------|

If yes, to which one? testing1

We undertake to transfer the annual subscription and entrance fee of CHF 300.00 within 30 days after receipt of invoice. For sending you your Welcome Package and the FIATA Certificate by courier service, please add an additional charge of CHF 35.00 (a total of CHF 335.00). All statutory rights cease in case of non-payment.

Place and Date \_\_\_\_\_ Stamp and Signature \_\_\_\_\_

Dear Applicant,  
 Please upload this form - duly agreed and stamped - on the FIATA website and complete your registration. FIATA will process it online.  
 Thank you!

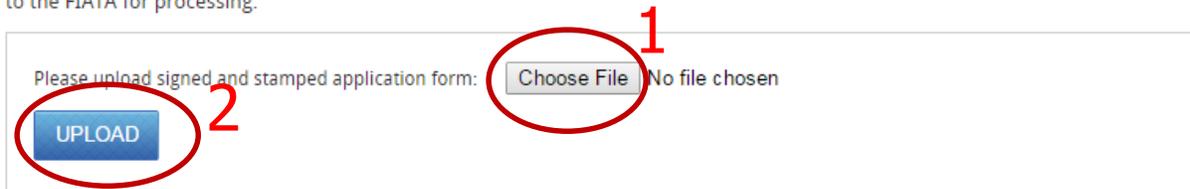
Figure 5 Downloaded application

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'.

## Your registration is ALMOST completed

Please download and print the application form. Download of your application form should start automatically. If it does not, please refresh the page and enable popup windows in your browser.

After having it signed and stamped, kindly upload it here and complete your registration. Your application will be then forwarded to the FIATA for processing.



Please upload signed and stamped application form:  No file chosen

The screenshot shows a web form with a text label "Please upload signed and stamped application form:" followed by a "Choose File" button and the text "No file chosen". Below this is a blue "UPLOAD" button. Two red circles with numbers are overlaid on the image: circle 1 is around the "Choose File" button, and circle 2 is around the "UPLOAD" button.

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](mailto:office@fiata.com) (Figure 7).

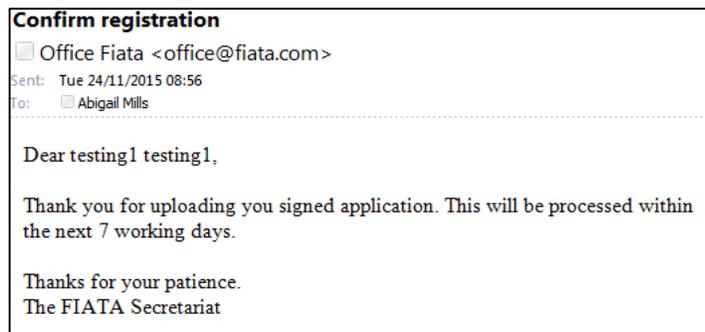


Figure 7 Email upload confirmed

## **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.

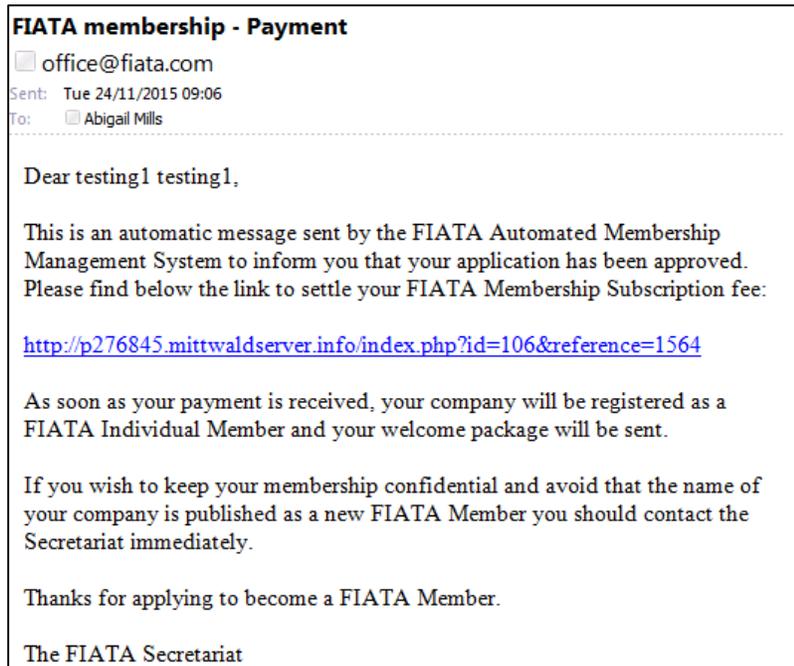


Figure 8 Email for payment

*Note 1: 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).



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](mailto: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.

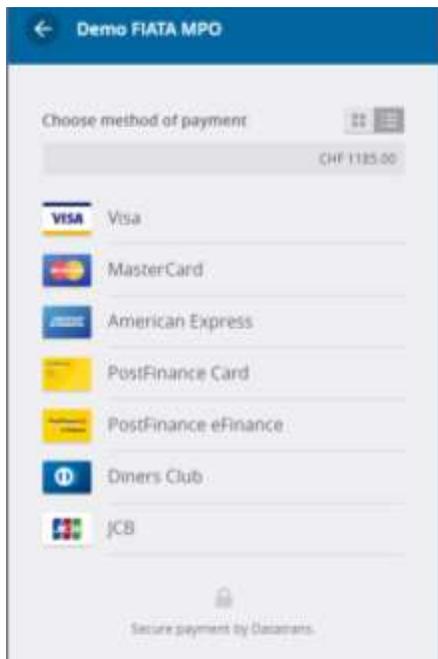


Figure 10 Datatrans

## **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.*

The screenshot shows the FIATA website interface. At the top left is the FIATA logo with the tagline "the global voice of freight logistics". The navigation menu includes "About FIATA", "Membership", "Initiatives", "Media", "Links", "FIATA Foundation", and "YIFFY Awards". A dropdown menu is open, showing "You are now logged in as testing3 testing3" and "Members area" (circled with a red circle and number 2). The "Member Area" link in the top right is circled with a red circle and number 1. In the left sidebar, "My account" and "My invoices" (circled with a red circle and number 3) are visible. The main content area displays "FIATA annual subscriptions" with a table containing one entry: "Annual subscription for Individual FIATA Membership 2015" (circled with a red circle and number 4), priced at 35.00 CHF, dated 02-12-2015, with a payment status of "Paid".

| Title  | Price (CHF) | Date       | Payment status |
|--|-------------|------------|----------------|
| Annual subscription for Individual FIATA Membership 2015 | 35.00       | 02-12-2015 | Paid           |

Figure 11 Finding invoice