

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:

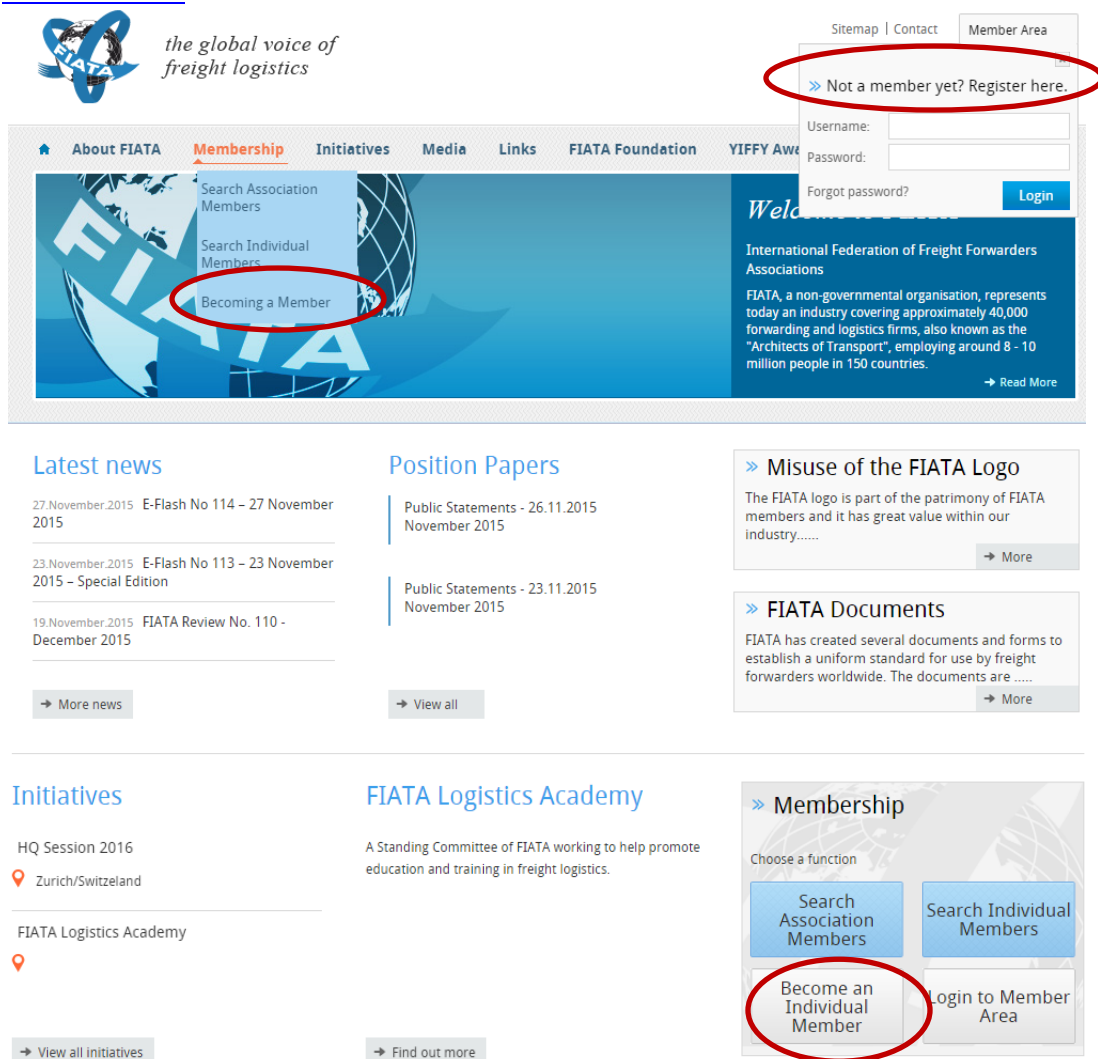


Figure 1 Accessing the registration page via the homepage

STEP 2 – CHOOSE MEMBERSHIP TYPE

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

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 / Nr. *

P.O. Box

Postal code *

City *

Country *
Afghanistan

Telephone No. *
+93

Telefax No.
+93

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)
dd-mm-yyyy

How many employees does your company have? *

Are you an IATA Agent or Intermediary *
Yes

What are your main activities? *

How are you related to the Freight Logistics Industry? *

What are your motivations for joining FIATA? *

[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).

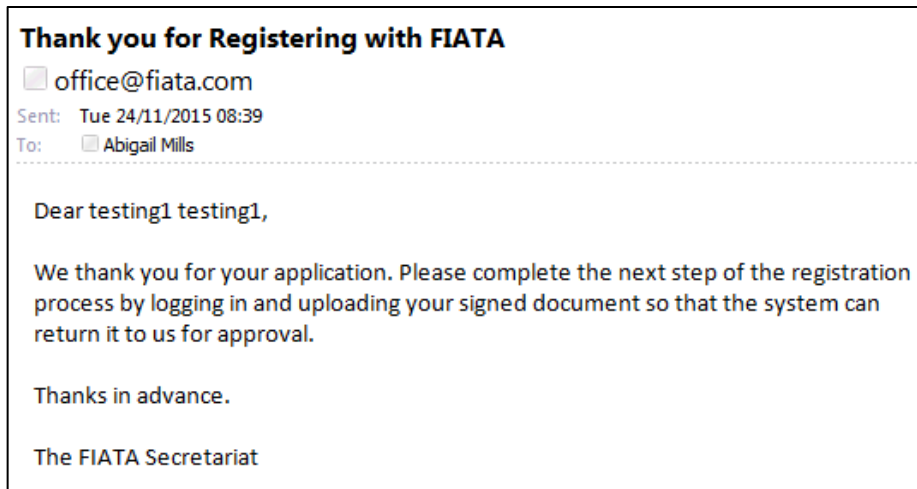


Figure 4 Email registration confirmation

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.

The screenshot shows a detailed application form for FIATA Individual Membership, Category GREEN. The form includes the FIATA logo and contact information at the top. The main section is titled "Application Form for Individual Membership Category GREEN". It contains several tables for data entry. The first table is for "Name of the company" and "Address". The second table is for "Telephone No.", "Telefax No.", "Mobile No.", "E-mail 1", "Alternative E-Mail", and "Website". The third table is for "Managing Director" with fields for "First Name", "Last Name", and "Staff Number". The fourth table is for "Foundation data of your company" and "Are you an IATA Agent or Intermediary?". The fifth table is for "Main activities" with checkboxes for "Air", "Rail", "Warehousing", "Sea", "Road", and "No". The sixth table is for "Do you have any specialities?". The seventh table is for "Are you affiliated to a Freight Forwarders Association in your country and / or region?". The eighth table is for "If yes, to which one?". At the bottom, there is a section for "We undertake to transfer the annual subscription and entrance fee of CHF 300.00 within 30 days after receipt of invoice." and a section for "Place and Date" and "Stamp and Signature".

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.

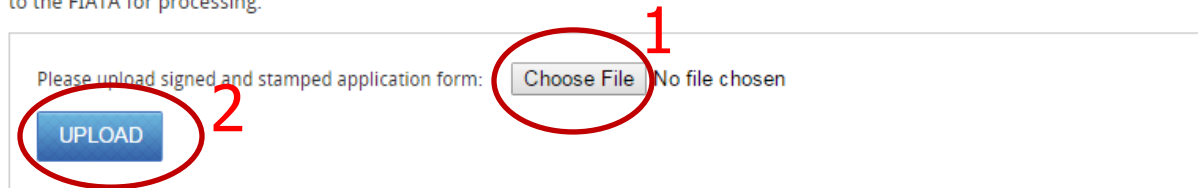


Figure 6 Upload document

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).

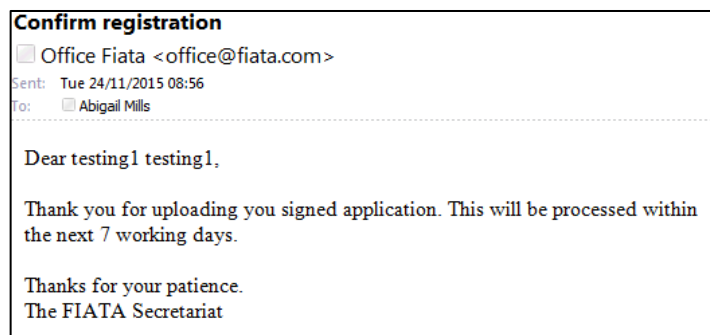


Figure 7 Email upload confirmed

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.

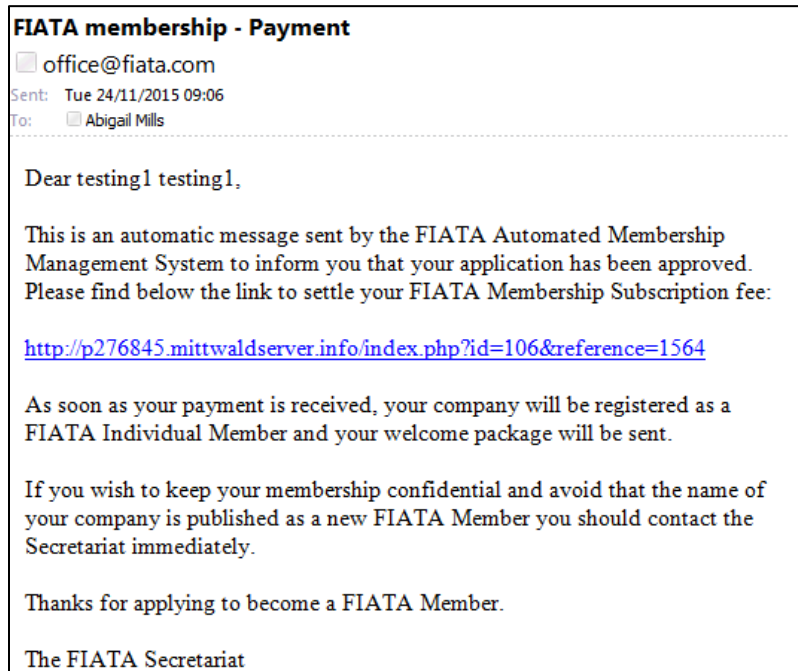


Figure 8 Email for payment

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).

Conditions of payment: 24.12.2015, without any bank expenses for us.		
FIATA Account:	269-844700.01 H UBS AG CH-8050 Zurich-Oerlikon	S.W.I.F.T.-Code: UBSWCH33H0M IBAN: CH58 0026 9269 8447 0001H
<input type="checkbox"/> I have read FIATA statutes		<input type="button" value="PAY BY WIRE TRANSFER"/> <input type="button" value="PAY WITH CREDIT CARD"/>

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.

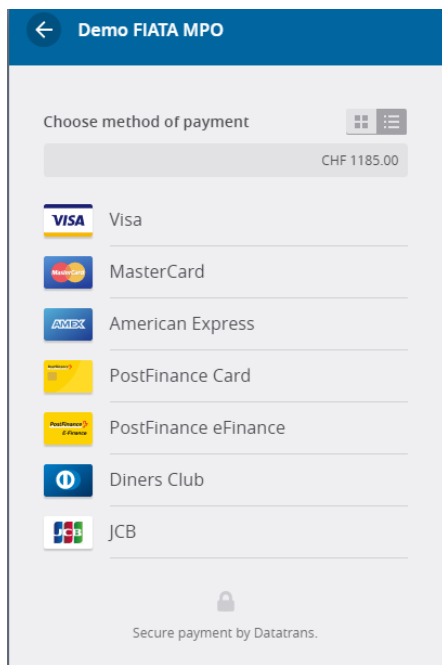


Figure 10 Datatrans

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.

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 main navigation bar includes links for About FIATA, Membership, Initiatives, Media, Links, FIATA Foundation, and YIFFY Awards. A dropdown menu is open, showing options for Sitemap, Contact, Member Area (circled with a red circle and number 1), and a confirmation message "You are now logged in as testing3 testing3". Below this, the dropdown shows "Members area" (circled with a red circle and number 2) and "My account". A "Logout" button is also visible. The main content area features a "FIATA Membership" banner. Below the banner, a breadcrumb trail reads "Home / Members Area / My Invoices". On the left, a sidebar menu shows "Members Area" with sub-links for "My account" and "My invoices" (circled with a red circle and number 3). The main content area displays "FIATA annual subscriptions" with a table. The table has columns for Title, Price (CHF), Date, and Payment status. The first row of the table is "Annual subscription for Individual FIATA Membership 2015" (circled with a red circle and number 4), with a price of 35.00, date of 02.12.2015, and 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