1) Activate your account
   a. Visit https://www.iglta.org/register
   b. Enter your email address that is already associated with your IGLTA membership.
      **Please do NOT register with a different email account or create a new account.**
   c. Click “Register Account” below the email field.
   d. You will receive a confirmation email with a link to create your username and password. Copy and Paste the customized link into your browser to create your username and password.

2) Renew Your Membership
   a. Sign-in using your newly created credentials.
   b. Navigate on the righthand side to the page to “Manage Company and Employees”.

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Dear Emma,

Thank you for registering for an account on IGLTA website. We just need to verify that you are the correct person.

Please click the link below to confirm the activation of your IGLTA account. A new window will open and you will be prompted to create your username and password.

Confirmation Link:
http://iglta.croah.com/register?ContactID=K4h6hihjbcxj4zim

If the link above does not work, copy the address into your internet browser.
If you are having trouble confirming your account, please email us at membership@iglta.org or call 954.630.1637 ext. 706 for further assistance.

Thank You!
The IGLTA Team
c. Click “View Listing” below your membership information.”

d. Click “Renew” to renew or rejoin your company as an IGLTA member.

e. Select the appropriate member type for your business. If the options are not correct, please contact membership@IGLTA.org to have this updated/changed.

f. Proceed to the payment page to purchase and renew your membership.

3) Update your Listing

a. Login to your account using the updated username and password.
b. Navigate on the righthand side to the page to “Manage Company and Employees”.

c. Click “View Listing” below your membership information.”

d. Click “Open” to edit your company’s public listing on the IGLTA website.

e. Click “Open for Edit” to update all information.
f. To add an event, tour or special, please click on that tab. Select “+Add New Event”.

g. Your listing will be reviewed and either approved or returned for updates.
   **Please verify that all of your account information is accurate.**