

MAYAir® Affiliate Program Manual

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Step 1. How to see agency register modal form

On the web site <http://www.mayair.com.mx> you can find the top right, a button with the “Access login” legend (See **Illustration 1**)



Ilustración 1- Access button to modal form affiliate register, “Agency login” color red

Step 2. How to register your travel agency

To begin the registration process you need to click on the “here” link found in the “Agencies Login” section located on the bottom of the main page (See **Illustration 2**).

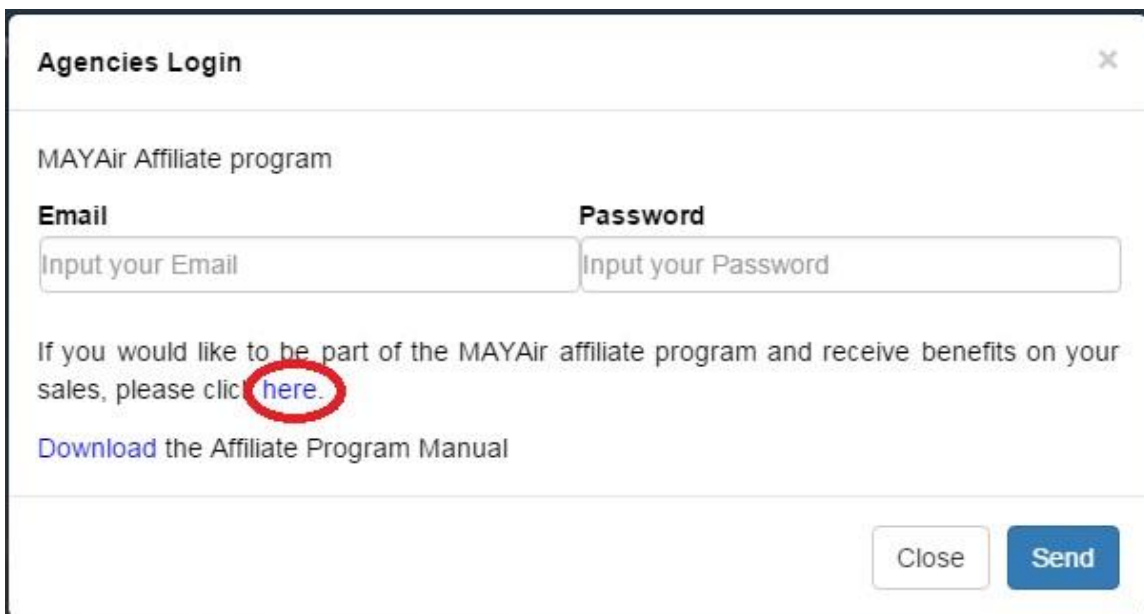
The image shows a modal window titled 'Agencies Login'. At the top right of the modal is a close button (X). Below the title, it says 'MAYAir Affiliate program'. There are two input fields: 'Email' with the placeholder text 'Input your Email' and 'Password' with the placeholder text 'Input your Password'. Below the input fields, there is a paragraph of text: 'If you would like to be part of the MAYAir affiliate program and receive benefits on your sales, please clic [here](#).' The word 'here' is circled in red. Below this text is a link that says 'Download the Affiliate Program Manual'. At the bottom right of the modal, there are two buttons: 'Close' and 'Send'.

Ilustración 2 - Agencies Login section

Once you click on the link, you will see a registration form that needs to be completed in its entirety. Please pay special attention to the information you enter in the fields “email” and “password” as these will be used to login whenever you wish to make reservations. Also, a copy of each reservation made will be sent to the email address provided in this step (See **Illustration 3**).

The form contains the following fields and elements:

- Agency Name: Text input field
- Password: Text input field with a red note below it: "EIGHT CHARACTERS MAXIMUM"
- Email: Text input field
- Country: Dropdown menu with "Select" as the current selection
- State: Text input field
- Phone: Text input field with a "Mobile" dropdown menu
- Address: Text input field
- Security Image: A small image of the TISK logo
- Security Code: Text input field
- Send: A red button located at the bottom right of the form

Illustration 3 - Affiliate registration form

After you click on the “Send” button you will receive a message in the email address provided indicating that your registration has been accepted. A popup window will let you know that your information is correct and that you need to proceed to the main page to login.

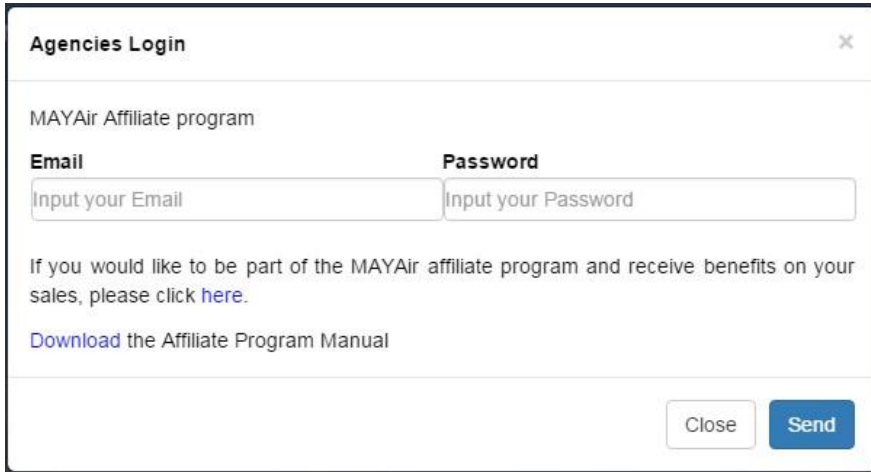
Once you login, the name of your Travel Agency will be shown on the right-hand side of your screen, indicating that a new session has been started. From this moment on, all reservations made by you will be identified with your name (See **Illustration 4**).



Illustration 4 - Login indicator

Step 3. How to login if you are already registered

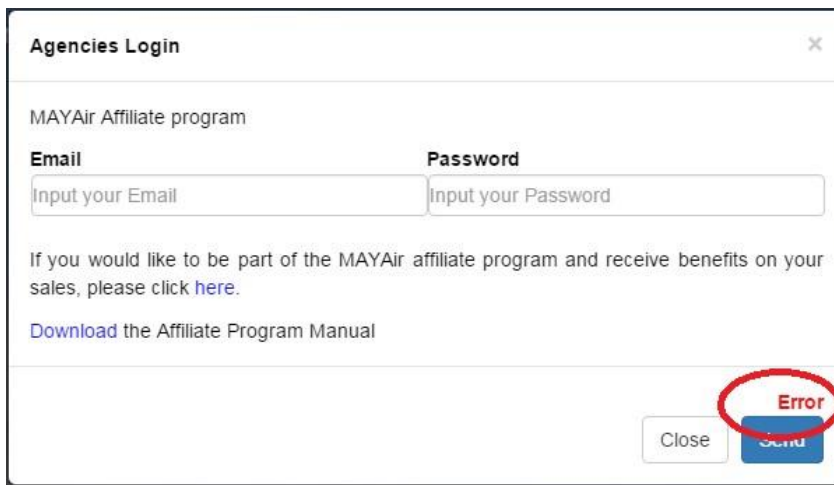
To make a reservation, just enter your login information (email and password) in the “Agencies Login” section located on the left-hand side of your screen in the main page (See **Illustration 5**).



The screenshot shows a window titled "Agencies Login" with a close button (X) in the top right corner. Below the title bar, the text "MAYAir Affiliate program" is displayed. There are two input fields: "Email" with the placeholder text "Input your Email" and "Password" with the placeholder text "Input your Password". Below the input fields, there is a link: "If you would like to be part of the MAYAir affiliate program and receive benefits on your sales, please click [here](#)." and another link: "Download the Affiliate Program Manual". At the bottom right, there are two buttons: "Close" and "Send".

Illustration 5 - Agencies login section

If the information entered is correct, the name of your Travel Agency will be shown on the right-hand side of your screen, indicating that a new session has been started (See Illustration 3). If the information entered is incorrect, an error message will appear (See **Illustration 6**).



The screenshot shows the same "Agencies Login" window as in Illustration 5. However, the "Send" button is now circled in red and has the word "Error" written in red above it. The rest of the form, including the input fields and links, remains the same.

Illustration 6 - Error