



US Travel Insurance Association

# Travel Advisor Registry

## User's Manual Travel Agency Owners and Travel Advisors

This manual will give you step by step instructions on how to:

- Register a travel agency with the UStiA Travel Advisor Registry
- Establish a relationship with travel insurance companies and travel suppliers whose products you offer
- Take the UStiA Travel Advisor Training and register (as an agency owner/employee)

Agency Owners: Page 2

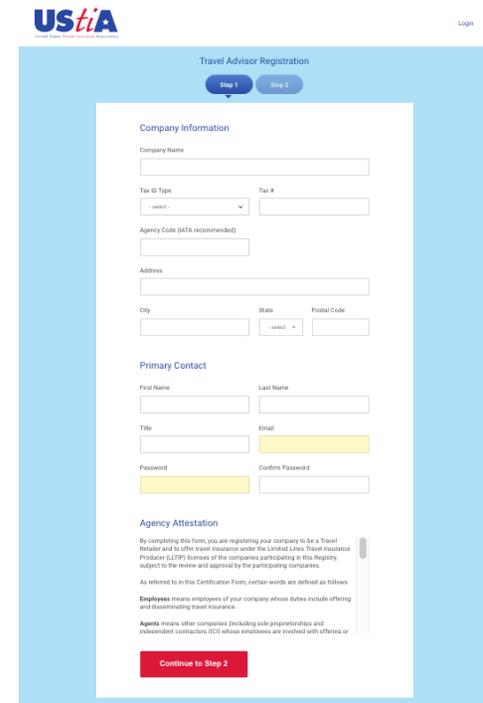
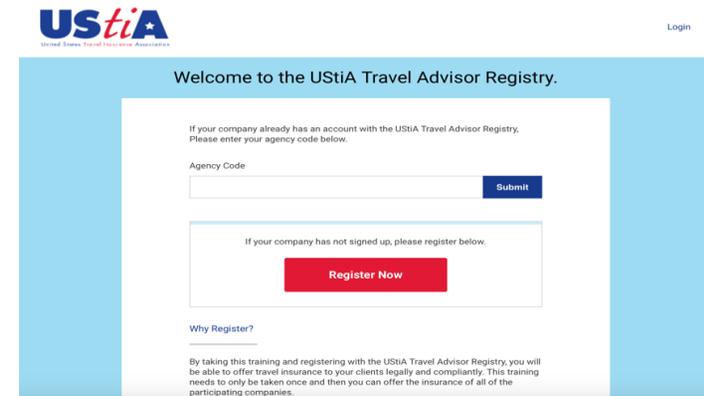
Advisors: Page 5

# User's Manual: Travel Agency Owners and Travel Advisors

## Travel Agency Owners: Register Your Agency & Establishing Login Credentials

- Access [www.ustiaregistry.org](http://www.ustiaregistry.org):
- Click the red “Register Now” button and you will be directed to the Company Information Page.

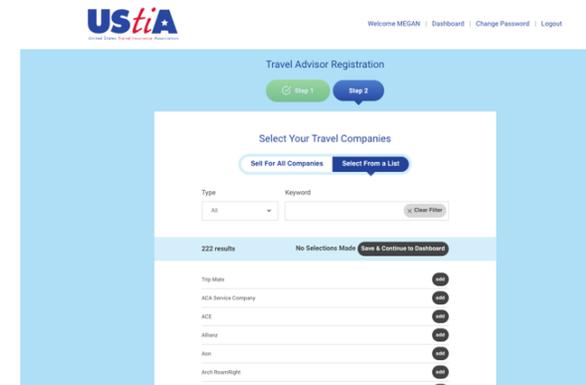
Please complete all the requested information to establish a profile and read the Agency Attestation language at the bottom of the page. Once you have read the Agency Attestation clause, click the red “Continue to Step 2”.



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## Select Your Travel Companies

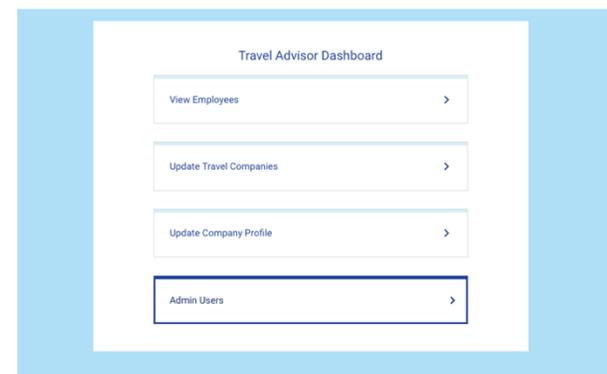
- You'll now be asked to identify the insurance companies and travel suppliers whose products your agency offers.
- Please only select the companies whose products you offer.
- Click "add" to create associations with your agency, then "save and continue" at the end of the list.
- You'll be directed to the Travel Advisor Dashboard.



## Travel Advisor Dashboard

From your dashboard:

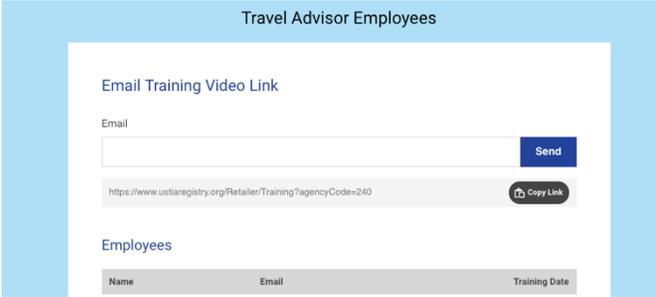
- Change your password.
- Access the link to watch the training video/complete individual registration.
- Select the companies whose products you offer.
- Make changes or updates to your company information.



# User's Manual: Travel Agency Owners and Travel Advisors

Use the “View Employees” option to direct yourself and your employees to the online training.

- Enter an employee email to have a link to the training video and registration submission mailed to them.
- Or, copy the link provided and share with your employees.
- An email with a link to the training will be sent from mail@ustiaregistry.org.
- Once you or other employees complete the training (i.e., watch the video, enter name and email, read the attestation and hit submit), their names will appear in your list of employees along with their training completion date.



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## Travel Advisors

### Take the Training and Register

To complete your registry, you'll need to:

- Watch the training video
- Read the attestation language
- Enter your name/email.

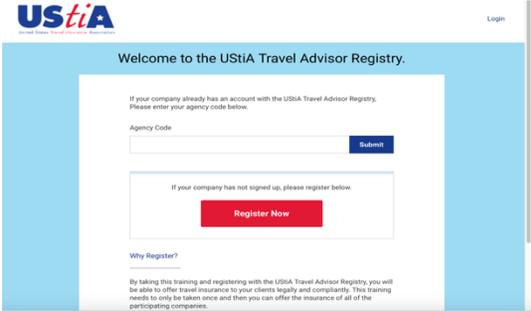
You can access the training and add yourself to your agency's listing of registered advisors in 2 ways:

1. Follow the link in an email sent to you by [mail@ustiaregistry.org](mailto:mail@ustiaregistry.org), or sent to you directly by your agency owner
2. Visit [www.ustiaregistry.org](http://www.ustiaregistry.org) and enter your agency's code.

Sample Email



Enter code at  
[www.ustiaregistry.org](http://www.ustiaregistry.org)



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## Complete Mandatory Sales Training

- Follow the email link to Sales Training, or enter your Agency Code, and arrive at the UStiA Travel Advisor Training.
- Once you have completed the training video in its entirety, complete and submit the form.

UStiA Travel Advisor Training

Travel Insurance Registration Compliance Guidelines  
For Travel Retailers

UStiA  
US Travel Insurance Association

First Name

Last Name

Email

**Agent Attestation**

I certify that I have completed the Travel Advisor (Travel Retailer) Training Program and have reviewed all training materials provided, and will act in accordance with the training. Future updates to the training program will be completed as required.

**Submit Certification**

You'll receive the following confirmation of successful submission:

Travel Advisor Training Video

Thank you. Your training certification has been submitted successfully.

Questions? Contact us at [ustia@msp-amc.com](mailto:ustia@msp-amc.com).