



A·R·C

FORM 932
ELECTRONIC SALES SUMMARY APPLICATION

AGREEMENT COVERING ACCESS TO AGENT SALES
SUMMARY REPORTS VIA THE INTERNET; AND
APPLICATION AND REQUEST FOR USER ID AND PASSWORD;
AND AGREEMENT COVERING USE OF USER ID AND PASSWORD

1. The undersigned owner and/or officer of the ARC accredited Agent 1 identified below, hereby requests the Airlines Reporting Corporation (ARC) to provide (IAR) Agent with a personal User ID and Password to enable Agent to access the Agent's sales summary reports via the Internet under the terms and conditions identified in this Agreement Covering Access to Agent Sales Summary Reports via the Internet (herein referred to as "Internet Sales Summary Agreement" or "Agreement"):

- Home/Independent Office ARC Agency Code Number (ACN):
Accredited Agent Legal name:
Trade Name (DBA):
Agent Home Office Street No. & Name:
Suite #:
City: State: Zip:
Name of sales summary contact person:
Title of contact person:
Telephone Number: FAX Number:
E-mail Address:
(Please note, ARC may use this e-mail address to send the Agent information and inquiries about the Internet Sales Summary program.)

2. The undersigned owner and/or officer also requests that ARC send my personal and confidential User ID and Password to the following address (for security reasons, ARC will NOT send a User ID/Password to a P. O. box address):

Type Name:
Title:
Address: Suite:
City: State: Zip Code:
Phone Number: Fax Number:
E-mail Address:

1 Approved and eligible accredited Corporate Travel Departments (CTDs) may also request a personal User ID and Password to access weekly sales summary reports (also known as transaction reports) via the Internet. Therefore, if the entity identified in Section 1 of this Agreement is an ARC-accredited CTD, the terms Corporate Travel Department (CTD), and Corporate Travel Department Reporting Agreement and CTDRA shall be substituted for Agent and Agent Reporting Agreement, and ARA respectively, throughout this Agreement and all attachments.



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If the address shown in number 2 above, is other than the Agent's home office address of record, please describe the location (e.g., bookkeeper's office, branch location, etc.) and the status of the person identified in number two (2) above (e.g., agency manager, bookkeeper, etc.) \_\_\_\_\_

(\*\*Note: Attachment 1 must be completed if the Agent requires User IDs and Passwords for additional authorized (branch &/or STP) locations, other than for the home office location. These additional User IDs/ Passwords will be sent to the Agent's sales summary home address of record unless the Agent notifies ARC in writing of a satisfactory alternate address. Attachment 1 is hereby incorporated in, and made a part of this Agreement.)

3. In order to access the sales summary reports through the Internet, the Agent must report weekly through ARC's electronic reporting system, IAR.

4 The undersigned understands and agrees that the User ID and Password generated by ARC for the Agent's home office location will allow the Agent to view the sales summary reports for the home office location and all other authorized locations of the Agent. If the undersigned requests ARC to generate a User ID and Password for a location (as identified in Attachment 1 to this Agreement) such user ID will have access to that branch and all subordinate STPs of that branch office location only. If the undersigned requests ARC to generate a User ID and Password for an STP location (as identified in Attachment 1 to this Agreement) such User ID will only allow access to the sales summaries for the specified STP location.

5. The method, means and/or instructions for accessing the Agent sales summaries via the Internet, may be modified, replaced or canceled by ARC at anytime upon notice to the Agent.

6. Each password will be suspended after 60 days of inactivity. Passwords may be reset at ARC's discretion, and in accordance with rules and procedures that may be published by ARC from time to time. If the Agent's password is suspended or expires, the Agent may be required to complete a password reset request (Form 197) to obtain a new User Password.

7. The undersigned Agent (i.e., the transferring agent) acknowledges that in the case of a Type IV change of ownership application (i.e., an accredited agent acquiring one of more locations of the Agent) or a Type V change of ownership application (i.e., a complete change of ownership from the Agent to a separate entity), the proposed new owner, and all subsequent new owners for a two-year period (i.e., twenty-four months), shall have Internet access to the transferring agent's on-line sales summary reports for all locations included in the transfer of ownership. Alternatively, the proposed new owner may file a New Independent Entity application instead of a Type IV or a Type V application.

8. In fulfilling the obligations under this Agreement, the undersigned and the Agent agree to follow the instructions provided by ARC concerning the use of the Internet Sales Summary Report product, the User ID and Password, and all other instructions provided by ARC to Agent. Such instructions are subject to change or modification by ARC upon notice to Agent. Agent agrees to comply with all such modifications and written instructions from ARC.

9. Nothing in this Agreement shall relieve the Agent from its obligations under the Agent Reporting Agreement (ARA), including the obligation to maintain copies of its sale summaries for two years.

10. Any notice, which this Agreement explicitly requires to be given to the Agent in writing, shall be sufficient if sent by mail, fax, or e-mail to the address, fax number, or e-mail address specified in this Agreement and application. All notices to ARC shall be addressed to ARC, 4100 North Fairfax Drive, Suite 600, Arlington, VA, 22203-1629.

11. If any provision of this Agreement is invalid or unenforceable under any statute or rule of law, the provision is to that extent to be deemed omitted, and the remaining provisions shall not be affected in any way. This Agreement shall be construed in accordance with and governed by the laws of the Commonwealth of Virginia.

12. The undersigned understands and agrees that the User ID(s) and Password(s) supplied by ARC, and any and all additional Password(s) created by the Agent, (1) may be used to access the Agent's weekly sales summary reports and (2) shall act as the Agent's electronic signature with respect to such access.

13. The undersigned agency owner/officer understands and agrees that the User ID(s) provided by ARC and the Password(s) created by the Agent are confidential and that the Agent's disclosure of the User ID(s) and Password(s) to other persons may compromise the Agent's ability to control access to its weekly sales summary reports which contain a summary of the tickets and other financial transactions reported by the Agent to ARC.

14. This Agreement shall terminate (a) upon either party's written notice to the other, or (b) the termination of the ARA between the parties.



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15. I, the undersigned owner and/or officer of the Agent identified in Number 1 above, hereby certify that the information provided herein is true and correct and that I am authorized to submit this Application/Request and all Attachments hereto and execute this Agreement on behalf of the Agent identified above.

16. By my signature hereto, Agent affirms that it is bound by the terms and conditions of the Agent Reporting Agreement and Agent assumes any and all liability for use, misuse or unauthorized use of the User ID(s) and Password(s) created by Agent, or by ARC at the request of the Agent, and the Agent shall indemnify, defend and hold harmless ARC, its owners, directors, officers, employees, representatives and the ARC participating carriers from injury or damage to any person or entity, including but not limited to, Agent, resulting from any such use, misuse or unauthorized use of such User ID(s) or Password(s).

BY: \_\_\_\_\_
(Signature of Owner/Officer\*\*)

AIRLINES REPORTING CORPORATION

BY: \_\_\_\_\_
K O Argueta

\_\_\_\_\_
Type Name of Agent's Owner/Officer

\_\_\_\_\_
Type Title

\_\_\_\_\_
Date signed

\_\_\_\_\_
Social Security Nbr. or Fed. Tax ID (Required)

\*\* NOTE \*\* If the Agent is a corporation, this Application/Agreement must be signed by an authorized officer. If the officer is not an owner of the corporation, this Application/Agreement must be accompanied by a copy of the Agent's Board of Director's resolution appointing him/her. If the Agent is a Limited Liability Company (LLC), this Application/Agreement must be signed by a managing member or director as designated in the LLC's operating agreement.

Agent Personal Security Code - To allow ARC to assist you with your User ID and Password, please provide your mother's maiden name or other identifier as a personal identifier on the line below.

\_\_\_\_\_
Mother's Maiden Name (Agent personal security code)

(Agent: Return the signed original form to ARC, 4100 North Fairfax Drive, Suite 600, Arlington, VA, 22203-1629.)



ATTACHMENT 1

**AGREEMENT COVERING ACCESS TO AGENT SALES  
SUMMARY REPORTS VIA THE INTERNET; AND  
APPLICATION AND REQUEST FOR USER ID AND PASSWORD;  
AND AGREEMENT COVERING USE OF USER ID AND PASSWORD**

**REQUEST FOR USER ID AND PASSWORD FOR ADDITIONAL AUTHORIZED  
AGENT(S)/AGENCY LOCATION(S):**

The Agent identified in number (1) above, hereby requests that it be provided with additional User ID(s) and Password(s) in order to access, via the Internet, the sales summary reports for the following additional authorized locations and/or additional Agent(s). This form can also be used for any location/user deletions or personnel changes. Participation of any Agent location is subject to ARC's written approval. The authorized locations are listed below by ARC Agency Code Number.

| Contact Name<br>or<br>Agent Name | Agency Code<br>Number | Office<br>Type<br>(Home/Ind<br>, Br.,STP) | E-mail Address | Fax # | Mother's Maiden Name<br>or other identifier |
|----------------------------------|-----------------------|-------------------------------------------|----------------|-------|---------------------------------------------|
|                                  |                       |                                           |                |       |                                             |
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|                                  |                       |                                           |                |       |                                             |

Note: Agent may attach an additional, signed page if necessary.