



A·R·C

MY ARC™

PRIMARY ADMINISTRATOR RE-DESIGNATION FORM
FOR TRAVEL PROFESSIONALS

INTRODUCTION My ARC provides ARC participants and their users a central access point to a growing list of ARC tools, including ARC's Internet Sales Summary service (ISS). ARC expects that ARC's Interactive Agent Reporting (IAR) system and ARC Document Retrieval Service (DRS) will also be accessible via the My ARC central access point in the future.

The My ARC Primary Administrator (aka Security Contact) performs administrative functions for My ARC users in your organization (, the term Organization means ARC accredited Travel Agent, CTD, or VTC), including without limitation, the creation of My ARC Administrators, My ARC Tool Administrators and My ARC users, deletion of My ARC users, granting/revoking users' access to My ARC and the ARC Tools as they become available via My ARC (e.g., ISS, IAR, DRS, etc.).

The first IAR Administrator in your organization to register for My ARC is the My ARC Primary Administrator. You may use this form to designate another individual to serve as the My ARC Primary Administrator.

The obligations of ARC and your organization with respect to use of My ARC are set forth in the ARC Reporting Agreement and Terms of Service applicable to your organization.

Part A | Basic Information

Please complete the required information.

Agency Code Number: _____

Legal Name: _____

Trade Name (DBA): _____

Your organization is a (check one):

ARC Accredited Travel Agent

Corporate Travel Department (CTD)

Verified Travel Consultant (VTC)

Part B | Re-designation of Primary Administrator

The first IAR Administrator in your organization to register for My ARC is the My ARC Primary Administrator. This form is used to designate another individual to serve as the My ARC Primary Administrator. The authorized owner or officer may designate herself/himself as the My ARC Primary Administrator or may designate another individual.

- The My ARC Primary Administrator will have the following capabilities, including, without limitation:
- Enterprise view of user accounts across your organization
- Create and delete user accounts
- Grant and revoke access to ARC Tools as they become available via My ARC (e.g., ISS, IAR, DRS, etc.)
- Update user profiles
- Lock user accounts (e.g, for leaves of absence, etc.)
- Create additional My ARC administrators (e.g., User Administrators, Tool Administrators, etc.)

Communications and notices concerning My ARC and My ARC administration (e.g., administration of user accounts and new My ARC features, etc.) will be sent to the My ARC Primary Administrator to the e-mail provided below.) All information is required.

Name of My ARC
Primary Administrator: _____

Title: _____

Owner? Please Indicate

Phone: _____ Fax: _____

Email Address: _____

NOTE: This must be a unique email address only accessible by the designated My ARC Primary Administrator. Upon ARC's confirmation of the re-designation, the re-designated My ARC Primary Administrator will have the capability to perform all administrative functions relating to your organization's use of My ARC and the ARC Tools accessible solely via My ARC. The previous Primary Administrator's access to such functions will be revoked and he or she will only have user access to the ARC Tools. The re-designated My ARC Primary Administrator may revoke the previous Primary Administrator's access to My ARC.

Part C – Certification

I, the undersigned owner / officer of the Organization named above in this Form, certifies that the information provided is true and accurate to the best of my knowledge and belief, and I am authorized to sign and submit this form on behalf of the Organization named above.

AGREED TO BY:

Agency Legal Name: _____

Owner/Officer Signature: _____

Print Name: _____

Title: _____

Date: _____

**By signing above, I certify that I am authorized to sign this Application on behalf of the Agency named above.
Note: If your organization is a Corporation, an authorized officer is required to sign.**

Where to send the Completed Form

Please forward the completed and signed original of this Form to:

ARC

Attn: CSC / My ARC Primary Administrator

4100 N. Fairfax Drive, Suite 600

Arlington, VA 22203-1629

Or you may fax the completed Form to 703.816.8088 or 703.816.8039.

Questions or Assistance

Information concerning My ARC is accessible on ARC's website at www.arccorp.com/myarc .

If you have any additional questions about the form, please contact the ARC Customer Support Center at cschelp@arccorp.com or call 703-816-8003.