

Welcome to the new look and feel of Agent WEblink. We've created a quick and useful guide to briefly introduce you to our new website and help get you started.

Below you will find:

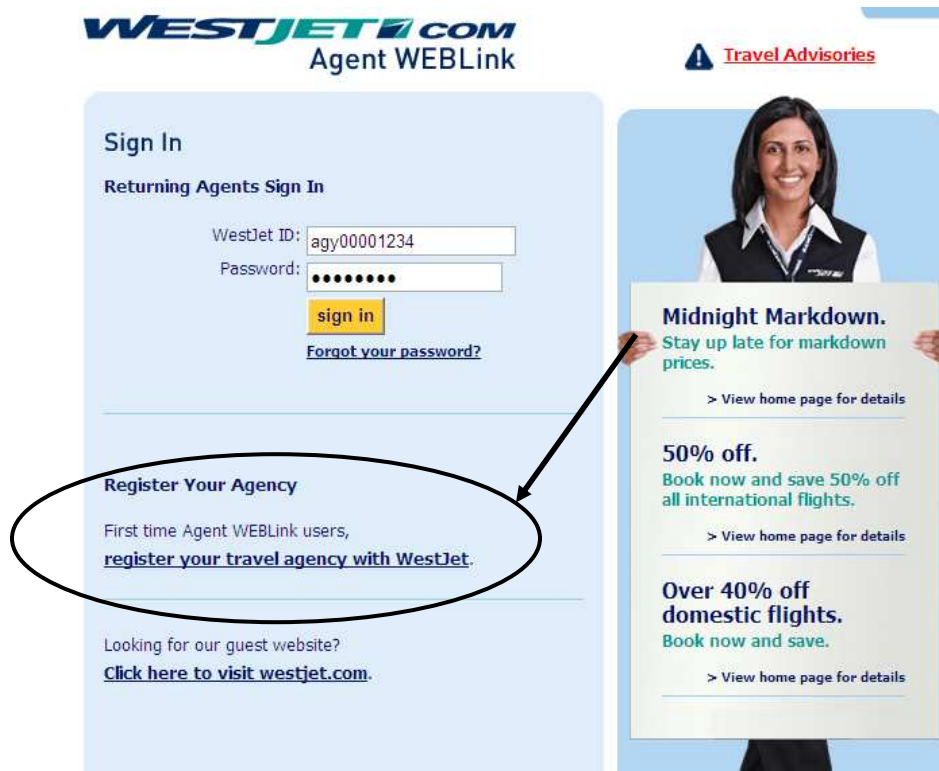
- A step by step guide on how to register your agency and the individual agents within your agency.
- A roles matrix and definitions listing the permissions assigned to each role (Administrator, Super User, Agent)

Please note that each Agency will require an Administrator to register the agency and the agents. The administrator will have the highest level of security, but does not have the ability to book. They will have to register themselves as an agent to book.

## **Registering your Travel Agency with WestJet**

### **Steps:**

1. Go to [www.westjet.com/agentweblink](http://www.westjet.com/agentweblink)
2. Click on "register your travel agency with WestJet".



3. Fill in the necessary fields and then select "Continue"

The image shows a registration form with two main sections: "Contact information" and "Agency Information".

**Contact information**

- \* Title: Select One... (dropdown menu)
- \* First Name: [text input]
- \* Last Name: [text input]

**Agency Information**

- \* Travel Agency Name: [text input]
- \* IATA/ARC Number: [text input]
- \* Address Line1: [text input]
- \* Address Line2: [text input]
- \* City: [text input]
- \* Country: Select One... (dropdown menu)
- \* Postal Code/Zip: [text input]
- \* State/Province: Select One... (dropdown menu)
- \* Phone: [text input] - [text input]
- \* Email Address: [text input]

A yellow "Continue" button is located at the bottom right of the form, circled in black with an arrow pointing to it from the right.

4. You will receive an email that your entry as been submitted and awaiting activation.
5. Once the system has verified and activated the account, the agency admin will receive email.
6. Your Travel Agency is officially registered with WestJet.
7. Now the admin will need to register the individual agents in your agency so they can make bookings.

## New Agent Enrolment – As Admin user

1. Login to the system with the given WestJet ID for the Admin.  
Please note that the Admin WestJet ID will begin with the letters AGY (not case sensitive) and follow with your agency's IATA (no spaces).

**WESTJET.COM**  
Agent WEBLink

Francais

Travel Advisories

### Sign In

Returning Agents Sign In

WestJet ID: agy00001234

Password: ●●●●●●

sign in

[Forgot your password?](#)

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### Register Your Agency

First time Agent WEBLink users,  
[register your travel agency with WestJet.](#)

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Looking for our guest website?  
[Click here to visit westjet.com.](#)

**Midnight Markdown.**  
Stay up late for markdown prices.  
> [View home page for details](#)

**50% off.**  
Book now and save 50% off all international flights.  
> [View home page for details](#)

**Over 40% off domestic flights.**  
Book now and save.  
> [View home page for details](#)

2. Fill in all required fields for the agent and click on "submit".

Welcome, TP Travel agy00001234

00001234

**Create Agent**

\* Title:

\* First Name:  \* Email:

\* Last Name:  Email 2:

\* Username:  Street Address:

\* Password:

\* Verify Password:  \* City:

Daytime Phone 403 -  Postal Code/Zip:

Evening Phone  -  \* Country:

Number:  \* State/Province:

Mobile  -

Fax:  -

**Submit**

[View Reports](#)  
[Update profile](#)  
[Logout](#)

Language:

3. We suggest using the agent's first and last name as their username. Please note that the selected username will be used as the agent's WestJet ID to enter Agent WEBLink going forward.
- a. Ensure to put the agents email address in the email field. If you put the Admin's email address the Admin will receive the agent's info of activation and not the individual agent.
  - b. A confirmation email and notification will be sent to the agent directly along with their password.

## Agent Enrolment – As Agent user

Only your agency's Admin can register you, if you are not registered you will need to contact your agency Admin to have them create a profile for you.

Once a profile is created for you;

1. You will receive two emails. One will be your WestJet ID (username) and one will be your temporary password that your admin has created for you.
2. Go to [www.westjet.com/agentweblink](http://www.westjet.com/agentweblink)
3. Input your WestJet ID (username) and the temporary password

**WESTJET.COM**  
Agent WEblink

**Sign In**

Returning Agents Sign In

WestJet ID: JohnDoe

Password: ●●●●●●●

sign in

[Forgot your password?](#)

**Register Your Agency**

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**Travel Advisories**

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**Over 40% off domestic flights.**  
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4. Click on "update profile" to view your profile information.

**WESTJET.COM**  
Agent WEblink

Home

My Account | Travel Offers | News & Help | Travel Info | About Us | The Experience

Welcome, JohnDoe TP Travel 00001234

Shop & Book

Individual Clients

Instructional or message text here

[Continue](#)

Search by PNR record locator

PNR:

[Search](#)

Or by...

Search by Name

Update profile  
Logout

Language:  
English

5. Review the information that your admin has inputted for you. Please change anything that is incorrect.

6. Change the password so it is familiar to you.

**WESTJET.COM**  
Agent WEblink

My Account | Travel Offers | News & Help | Travel Info | About Us

**Update Agent Profile**

\* Title: Mr  
\* First Name: John  
\* Last Name: Doe  
\* Password: ●●●●●●  
\* Verify Password: ●●●●●●  
Daytime Phone: 403 - 4441234  
Number:  
Evening Phone: -  
Number:  
Mobile: -  
Fax: -  
\* Email: jdoe@abctravel.com  
Email 2:

Username: JohnDoe  
Street Address: 123 Sabre Drive NW  
City: Calgary  
Postal Code/Zip: T3E 1Q2  
\* Country: Canada  
State/Province: Select One...

7. Once that all has been completed you are ready to make a booking.

## **Role Definitions**

### **Admin**

- Register the agency.
- Create each agent profile within the agency.
- The ability to view all agents within the agency
- The ability to enable Agent profiles to a Super User role.
- The ability to remove agent profiles from their agency.
- The ability to update agency profile or any agent profiles.

### **Super User**

- The ability to do everything an Agent can with the following additions.
  - o Search for and display any reservation in the Travel Agency regardless of who made the booking.
    - Search by agent.
    - Search by Guest name.

### **Agent**

- Make a booking.
- Ability to view reservations they made.

	<b><u>Administrator</u></b>	<b><u>Super User</u></b>	<b><u>Agents</u></b>
Make a booking		✓	✓
View My clients bookings		✓	✓
Change My Agent profile		✓	✓
View all clients bookings		✓	
Change Agency's Agent profiles	✓		
Change agency profile	✓		
Modify Team Account	✓		
Add new agents to the account	✓		