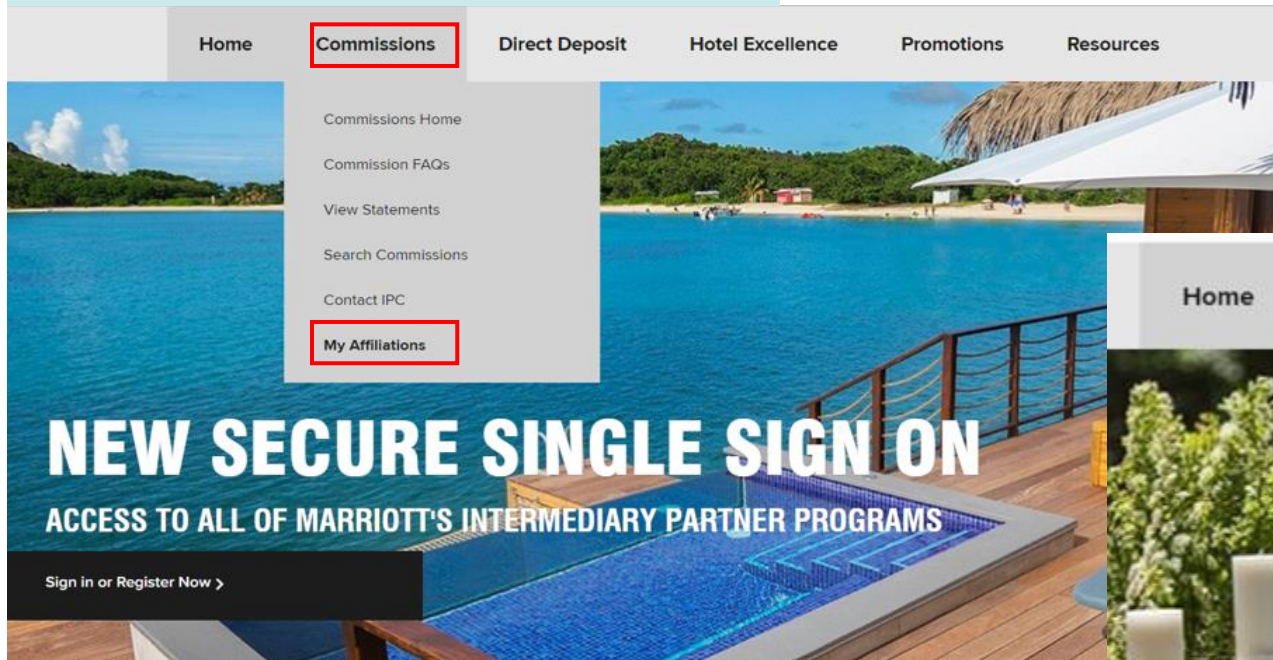


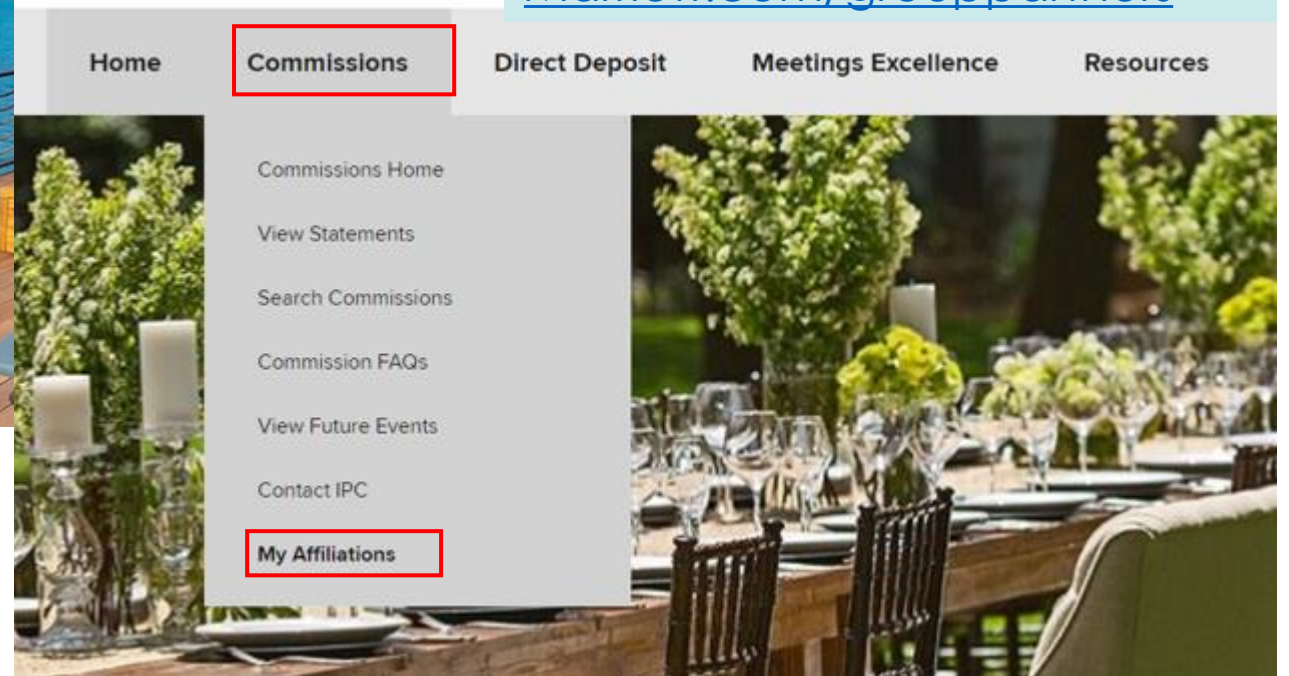
ACCESSING THE COMMISSIONS PORTAL MY AFFILIATIONS

SELECT MY AFFILIATIONS FROM THE COMMISSIONS MENU

Marriott.com/travelagents



Marriott.com/grouppartners



CLICK SIGN IN OR REGISTER

Home

Commissions

Direct Deposit

Hotel Excellence

Promotions

Resources

Marriott offers consolidated facilitation of commission payments for over 7,700 hotels globally and provides you with an online commission portal and centralized support. In addition, Marriott is committed to responsible and sustainable business practices which benefit the environment and the communities in which our hotels are located. Do your part and [Go Paperless](#).

You must have a verified MI Partner Privileges account to access Marriott's commission portal. Sign In or Register to:

- View your commission statements whenever and wherever it's convenient for you
- Search for commissions and submit commission inquiries
- Expedite receipt of your commission payments with direct deposit

SIGN IN OR REGISTER

SIGN IN TO MI PARTNER PRIVILEGES

SIGN IN OR REGISTER

If this is your first time logging in to MI Partner Privileges, click the **FIRST TIME/REGISTER** tab to verify your email and create your password for MI Partner Privileges.

ENSURE YOUR PROFILE IS CORRECT

COMPLETE YOUR PROFILE ACCURATELY

Profile

Prefix	First Name	Middle	Last Name
Your Email Address test@testemail.com			
Your Preferred Language			
IATA/IATAN VER / CLIA EMBARC ID NUMBER			
Company / Agency		Agency or Company Name	
ARC, IATA, IATAN, TIDS, CLIA Number			
Telephone Number			
Address 1		Address 2	
City		Country / Region	
State / Province		Zip / Postal Code	

If you are an IATA/IATAN or CLIA Owner/Verified Administrator requesting access to the commission portal, you must **enter your IATA/IATAN VER (10 digits) or CLIA EMBARC ID (8 digits)** number in your profile to ensure proper authentication.

CLICK **ADD** TO ESTABLISH YOUR AFFILIATION

My Affiliations

Access to Marriott's Commission Portal requires additional verification. Click **ADD** to create a new affiliation and request access.

Need help? [Click Here.](#)

RETURN

ADD

After you click **ADD**, enter your **ARC, IATA, IATAN, TIDS, OR CLIA** number and click **CONTINUE**

To connect you to the secure features of Marriott's Commission Portal, we must first verify you have the appropriate authorization.

Please enter your eight digit ARC, IATA, IATAN, TIDS, or CLIA number to proceed.

ARC, IATA, IATAN, TIDS, CLIA Number

12345678

CONTINUE



SELECT YOUR REQUESTED ROLE

Request Commission Portal Access ✕

Please select one of the following:

Administrator Access*

I am an owner or principal with access to my organization's banking. I can approve Commission Portal Delegate access requests by others in my organization.

Administrators can also grant **Co-Administrator** access when approving requests for Delegate access.

**The Administrator verification process will require you to provide specific information in order to validate you as an authorized representative for the entity for which you are requesting access.*

Delegate Access

I am not an owner or principal and need access to the non-banking Commission Portal features for this organization. Granting of my access will be done by the Administrator for this organization.

CONTINUE

Administrator: Users requesting Administrator access must be on file as the Owner/Verified Administrator with their ARC, CLIA or IATA accrediting body. This access is typically assigned to the person who manages financial operations for your organization. The Administrator has access to all commission portal features including the ability to manage commission portal access for other users.

Co-Administrator: This access can only be granted by the organization's verified Administrator and has the same access as an Administrator. Select Delegate Access and then your Administrator will have the option to assign this option.

Delegate: This access may be granted by the organization's verified Administrator or Co-Administrator, and can view commission statements, search commissions, and submit commission inquiries. Delegates are not authorized to sign-up for, modify and/or cancel direct deposit, or manage access to the commission portal for other users.

Request Commission Portal Access



Please select one of the following:

Administrator Access*

I am an owner or principal with access to my organization's banking. I can approve Commission Portal Delegate access requests by others in my organization.

Administrators can also grant **Co-Administrator** access when approving requests for Delegate access.

**The Administrator verification process will require you to provide specific information in order to validate you as an authorized representative for the entity for which you are requesting access.*

Delegate Access

I am not an owner or principal and need access to the non-banking Commission Portal features for this organization. Granting of my access will be done by the Administrator for this organization.

CONTINUE

Delegate access **may only be granted by the organization's verified Administrator** or Co-Administrator.

Delegates can **view commission statements, search commissions**, and submit commission **inquiries**.

Delegates are not authorized to sign-up for, modify and/or cancel direct deposit, or manage access to the commission portal for other users.

REVIEW THE DELEGATE CONSENT CLICK AGREE

Consent



By clicking agree, you certify:

(1) that you are an authorized representative of the designated ARC/IATA/IATAN/TIDS/CLIA organization; (2) the information you have provided is true and accurate, and (3) you understand that Marriott will share your information with the entity's owner or administrator for purposes of verifying the owner's or administrator's consent to the access you are requesting.

If Marriott determines that the information you have provided is false or inaccurate, then Marriott may suspend your access to MI Partner Privileges and terminate all related benefits. Additionally, Marriott reserves the right to exercise any available legal or equitable rights or remedies.

AGREE

DELEGATE REQUEST STATUS RESPONSES

Your request is **pending** approval by the Administrator

Your request has been logged and an email has been sent to this organization's Administrator to approve.

RETURN TO MY AFFILIATIONS

Pending: The Administrator will be alerted that you have requested Delegate access. After the Administrator approves your access, you will receive an email stating your access was approved and the status on the My Affiliations page will change to Approved.

Your request is on **hold**

Your request has been logged. It is on hold because there is currently no Administrator to approve it.

You may want to invite the owner or verified administrator of this organization to register as the Administrator for Marriott's Commission Portal by sending an email advising them of your request.

Sample email text

Please register as an Administrator for Marriott's Commission Portal to approve my access as a Delegate.

Hold: Your request has been logged but it is on hold because there is currently no Administrator to approve it. You may want to invite the owner or verified administrator of this organization to register as the Administrator for Marriott's Commission Portal by sending an email advising them of your request.

MY AFFILIATIONS REQUESTER AND ADMINISTRATOR VIEWS

My Affiliations - Requester View

Access to Marriott's Commission Portal requires additional verification. Click **ADD** to create a new affiliation and request access.

Need help? [Click Here](#).

ARC/IATA/TIDS/CLIA	Agency Name	Role ↑	Requested	Status	Actions
12121212	TEST TRAVEL	DELEGATE	28-Oct-2021 11:21:13 am	PENDING	

You will receive an email alerting you when your Administrator has either approved or denied your request. If approved, your status will change to APPROVED.

My Affiliations - Administrator View

Access to Marriott's Commission Portal requires additional verification. Click **ADD** to create a new affiliation and request access.

Need help? [Click Here](#).

ARC/IATA/TIDS/CLIA	Agency Name	Role	Requested	Status	Actions
12121212	TEST TRAVEL	ADMIN	27-Sep-2021 5:42:47 pm	APPROVED	

The Administrator will be alerted that you have requested Delegate access.

Message
1 delegate applications

Request Commission Portal Access ✕

Please select one of the following:

- Administrator Access***
I am an owner or principal with access to my organization's banking. I can approve Commission Portal Delegate access requests by others in my organization.

Administrators can also grant **Co-Administrator** access when approving requests for Delegate access.

**The Administrator verification process will require you to provide specific information in order to validate you as an authorized representative for the entity for which you are requesting access.*

- Delegate Access**
I am not an owner or principal and need access to the non-banking Commission Portal features for this organization. Granting of my access will be done by the Administrator for this organization.

CONTINUE

An **Administrator** has access to all commission portal features including the ability to **manage commission portal access for others** in your organization.

This role is typically assigned to the person who **manages financial operations**. Once a user has established the role of Administrator, they will be able to designate another user as a Co-Administrator with the same rights as the Administrator.

Users requesting Administrator access **must be on file as the Owner/Principal** with their ARC, CLIA or IATA accrediting body for expedited authentication.

ADMINISTRATOR ACCESS AUTHENTICATION OPTIONS

PROOF OF ACCESS TO FINANCIAL INFORMATION AND PROOF OF IDENTITY

Proof of Access to Financial Information

Be prepared to answer **new security questions** to confirm your access to your organization's commission financial information by obtaining:

- Non-Onyx Members: The exact amount (including decimal) and currency code of one of your last 6 commission payments
- Onyx Members: The date of one of your last 6 commission statements

Proof of Identity

If you are the Owner/Principal for your organization, **expedite** Administrator access by **confirming you are established as the verified Owner/Principal** with your accrediting body (ARC/CLIA/IATA). If you are an IATA/IATAN or CLIA Owner/Verified Administrator, **enter your IATA/IATAN VER or CLIA EMBARC ID number in your profile** to ensure proper authentication.

- **ARC**: Designated as an Owner with matching name and email address
- **CLIA**: Valid CLIA EMBARC ID with matching name designating you as the Company Admin for your organization's location
- **IATA/IATAN/TIDS**: Valid IATA/IATAN ID with matching name and cardholder position of Owner or Verified Administrator for your organization's location

If you have used an Administrator password to access the commission portal in the past, it can be used as a proof of identity response in lieu of the above.

If you are unsure about the status of your organization's Owner/Principal with your accrediting body, please contact ARC/CLIA/IATA to confirm.

REVIEW THE ADMINISTRATOR CONSENT CLICK AGREE

Consent



By clicking agree, you certify:

(1) that you are an owner or administrator of the designated ARC/IATA/IATAN/TIDS/CLIA organization, and (2) the information you provide is true and accurate.

If Marriott determines that the information you have provided is false or inaccurate, then Marriott may suspend your access to MI Partner Privileges and terminate all related benefits. Additionally, Marriott reserves the right to exercise any available legal or equitable rights or remedies.

AGREE



REQUEST FOR COMMISSION PAYMENT AMOUNT AND CURRENCY

THIS STEP DOES NOT APPLY TO ONYX MEMBERS

Demonstrate Access ✕

Please show us that you have access to the commission statements or bank account by providing the exact amount of any of the last six commission payments.

No commission payments received within the past 12 months.

\$

?

If the organization you are adding is new or doesn't have any recent **transient or group** commission payments, click the **No commission payments in the last 12 months** box.

Enter the exact amount (with decimal) of any of your last 6 **transient or group** commission payments and the currency code.

REQUEST FOR COMMISSION PAYMENT STATEMENT DATE

THIS STEP IS FOR ONYX MEMBERS ONLY

Demonstrate Access



Please show us that you have access to your organization's financial information by entering the statement date of any of your last six commission payments.

No commission payments received within the past 12 months.

07/07/2021



SUBMIT

If the organization you are adding is new or doesn't have any recent **transient or group** commission payments, click the **No commission payments in the last 12 months** box.

Enter the **statement date** of one of your last 6 **transient or group** commission payments.

REQUEST FOR LEGACY ADMINISTRATOR PASSWORD

Prior Access ✕

Please enter the Administrator password you used to access Marriott's Commission Portal prior to November 2021.

Enter the Administrator password you used to access the commission portal prior to November 2021 as **proof of identity**.



Administrator Access **Approved**

Your Administrator access to the commission portal has been approved.

RETURN TO MY AFFILIATIONS

Approved: The organization will now be on your My Affiliations page and you can view commission statements, secure bank information and will be able to designate Co-Administrators and Delegates.

Administrator Access **Denied**

You answered the question correctly, but we are unable to verify your eligibility as the owner or verified administrator for the requested organization. Therefore, we are unable to grant you access.

Please contact ARC/IATA/CLIA to ensure you are correctly designated as the organization's owner or verified administrator.

Need help? [Click here](#)

Denied: We are unable to verify your access. Contact ARC/IATA/CLIA to ensure you are correctly designated as this organization's owner or verified administrator. Once confirmed, go to MI Partner Privileges to sign in and complete the steps again to request Administrator access.

Incomplete: If you are unsuccessful in completing the verification process, your My Affiliations status will show Incomplete. You may delete this verification and try again when you are ready.



MY AFFILIATIONS ADMINISTRATOR AND CO-ADMINISTRATOR VIEW

My Affiliations

Access to Marriott's Commission Portal requires additional verification. Click **ADD** to create a new affiliation.
Need help? [Click Here.](#)

Click the person/cog icon to manage Delegate user access and the trash can to remove an affiliation.

Notifications will appear here.

ARC/IATA/TIDS/CLIA	Agency Name	Role	Requested	Status	Actions	Message
12345678	Test Travel	ADMIN	27-Sep-2021 5:42:47 pm	APPROVED	 	1 delegate applications




Review delegate access requests and current users

User Access for 12345678

Current users and applicants are shown below. Click to approve, deny or remove users.
Need help? [Click Here.](#)

Administrator Actions:

- Approve as Delegate
- Approve as Co-Admin
- Deny Request

Email	Name	Role	Requested	Status	Actions
John@testmail.com	John Doe		27-Sep-2021 5:42:47 pm	APPROVED	
Jane@testmail.com	Jane Smith		28-Sep-2021 6:05:05 pm	PENDING	  

Approve delegate access request

STILL NEED HELP ACCESSING THE COMMISSION PORTAL?

CONTACT OUR INTERMEDIARY PARTNER CARE TEAM AT:

mipartnerprivileges@marriott.com

(800) 831-3100, Option 5

(402) 390-1651 – Non-U.S.