Sandals®

TRAVEL AGENT PORTAL
MUST DO ✓

✏ CREATE ACCOUNT

1. Visit https://taportal.sandals.com/createAccount/
2. Enter IATA. Leave Branch number as "0"
3. Complete form

👍 APPROVE ACCOUNT

1. Log into your *agency admin account* https://taportal.sandals.com
2. Hover over "Your Account"
3. Click "Manage User Access"
4. Click "Confirm" or "Refuse" on the requested agent account

👆 REGISTER BOOKINGS

1. Log into your Agent Account that you just created (NOT the Agency admin account)
2. Hover over "My Bookings"
3. Click "Register Guests" and complete form.
4. Be sure to click through to the end until "Submit Registration Form"
5. Click "My Bookings" to access your dashboard
6. "Future", "Traveled", "Pending" & "Canceled" bookings are listed

NOTE: Always request the Sandals or Beaches booking number from the Tour Operator to minimize errors. Some tour ops recycle booking numbers which may cause errors during the registration process.
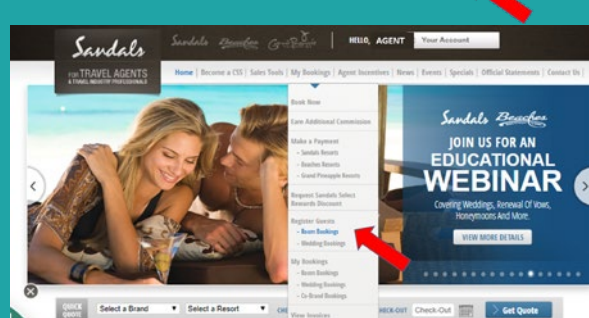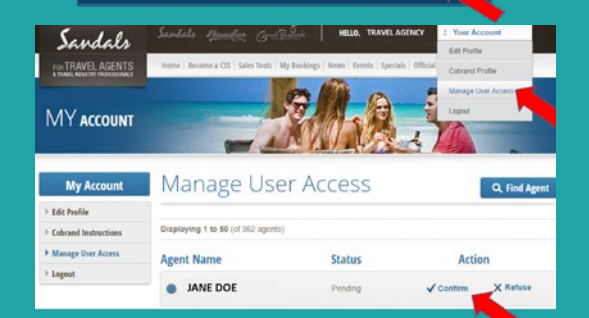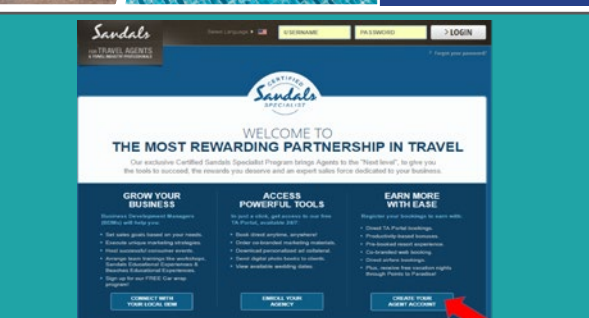
Common Booking ERROR Messages
- BNR: Booking number is not recognized
- BID: Booking is direct
- MLM: Multiple matches in the system
- BIC: Booking is cancelled

Contact **GLARMOND@UVISANDALS.CA** or **INFO@UVISANDALS.CA** for assistance

INSIDE SALES **1 - 800 - 545 - 8283**