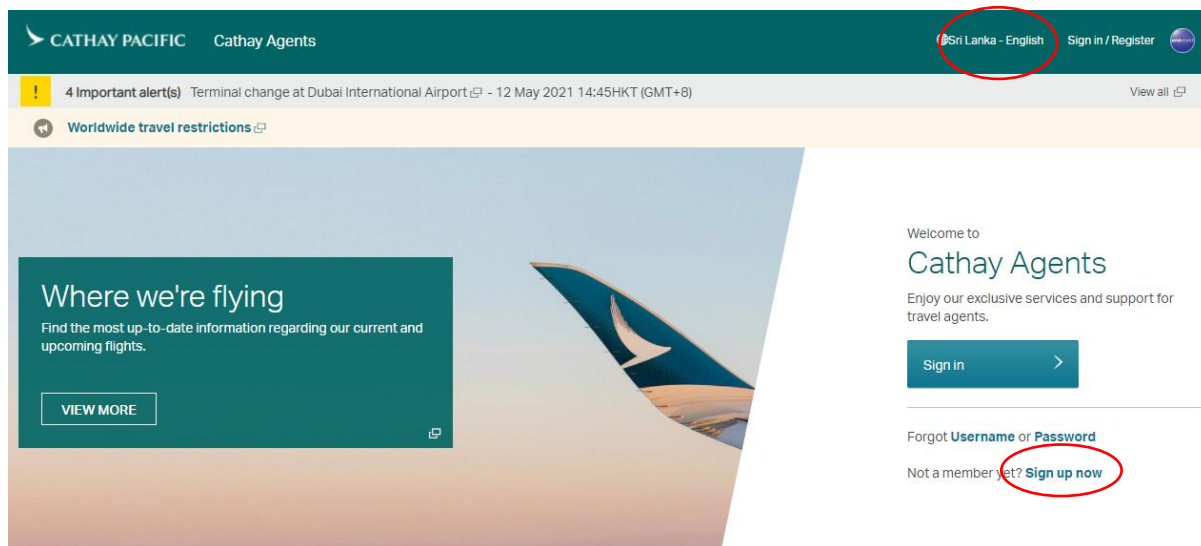# STEPS TO REGISTER ON CATHAY AGENTS

1) Please visit www.cxagents.com and below screen will appear. Please ensure you select Sri Lanka – English. Click on Sign up now for new registration.

Step 1 – Agency information

1) Below screen will appear.

   Please enter your 7 digit agency IATA number – please note check digit is not required. TA license number is for non IATA agents. Click on continue

Step 2 – Personal information

2) Below screen will appear

a) Your details – Enter all the required details
Title, First name, Last name, Email address of the staff registering, Work address line, Office number
Tick on Same with agency address – it will automatically pick up the address registered under your agency IATA number

b) Account information – Enter all the required details
- Cathay Agents username
- Password

c) Email subscription preferences – Tick on Agency newsletter to receive updates from Cathay Pacific.

Click on Continue

Step 3 – Review

3) Below screen will appear.

Verify all details, tick on Agreements and click Continue

4) You will receive below email on your email address acknowledging your registration
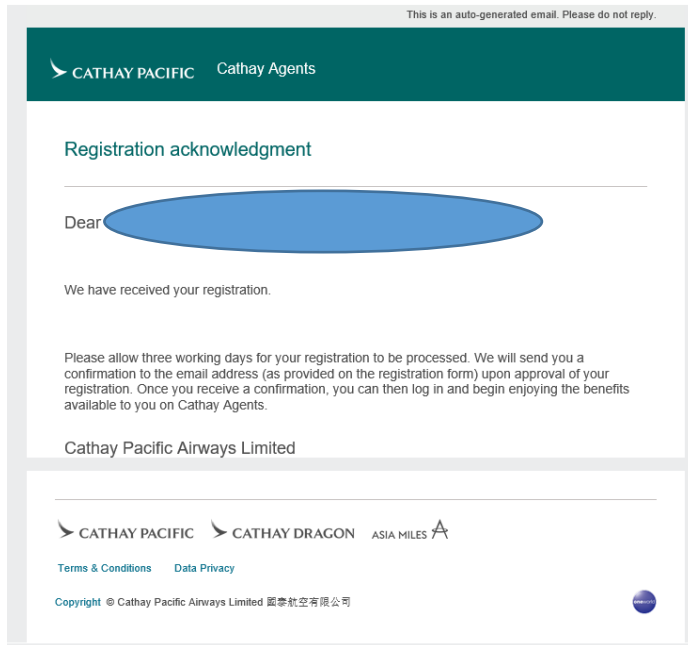
5) When head office approves your registration, you will receive below email that your registration is approved and you may use Cathay Agents with your username and password