

Company Information			
Company Name			
Designator Code*		Accounting/Prefix Code*	

* ACH will assign these codes for Limited Participants. All others should use the codes assigned to them by IATA.

Upon approval of application, ACH will establish accounts for your staff to access SMART and/or receive emails.

User permissions allow a person to:

- 1) Download ACH, IATA, PFC, or ARC settlement reports and PFC quarterly reports, and/or
 - 2) Upload PFC remittance and PFC quarterly reporting files or manually enter PFC remittance amounts, and/or
 - 3) Receive settlement emails indicating your net position and balance due reminders for applicable settlement types.
- Note: All Users have access to view public documents such as the SMART User Guide, ACH Manual of Procedure, ACH Communications and Settlement Calendars.

Contact permissions allow a person to:

- 1) Receive settlement emails indicating your net position and balance due reminders for applicable settlement types.
- 2) Contacts do not have access to the SMART platform.

Authorized Users or Contacts		Access		Emails					
		Download Reports	Upload Files/Enter Data	ACH Settlement	IATA Settlement	ARC Settlement	PFC Settlement	PFC Quarterly Reports	ACH Communications
Please list below each person who should have a SMART account established and the access and/or emails they should receive. At least one person listed should receive emails for each service your company participates in and is typically a Treasury department contact responsible for transferring settlement funds to your clearing bank account when in a debit position.									
Name									
Title									
Email									
Cell Phone**									
Desk Phone (optional)									
Name									
Title									
Email									
Cell Phone**									
Desk Phone (optional)									
Name									
Title									
Email									
Cell Phone**									
Desk Phone (optional)									
Name									
Title									
Email									
Cell Phone**									
Desk Phone (optional)									

** Users who provide their cell phone number are opting in to receive multi-factor authentication (MFA) text messages for SMART account verification.

Return completed form to ACH@airlines.org. Users will receive their SMART sign-in credentials via text message or email.