



## SIS Super User Form

### Role of the SIS Super User

During the sign-up process each SIS participant must delegate a SIS Super user – the Admin user who will have control over the company's SIS account.

The Super User is granted full access to the platform and is responsible for creating and managing any subsequent SIS users and the company's member profile. Only one Super user is allowed per member however, additional users with the same permission level can be created by the super user.

The Member Super User will have the ability to create as many Users as required, with the appropriate access rights in SIS, to ensure complete coverage for the company.

To change the delegated SIS Super User please fill out the required information:

<b>Company Name *</b> <i>(e.g. British Airways)</i>	
<b>Member Code *</b> <i>(e.g. BA-125)</i>	
<b>Salutation</b> <i>(e.g. Mr/Mrs/Ms)</i>	
<b>First Name *</b>	
<b>Last Name *</b>	
<b>Email address *</b>	
<b>Phone number</b>	
<b>Mobile number</b>	

\* Indicates mandatory fields

Please log in to your [IATA Customer Portal](#) account to submit the completed form.