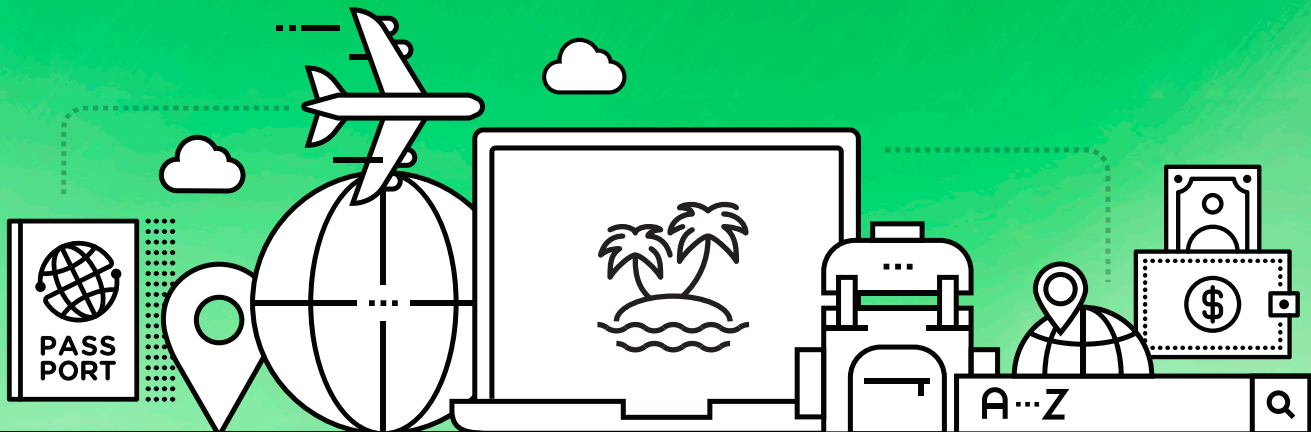


# **APPLE VACATIONS®**



## HOW TO REGISTER WITH VAX VACATIONACCESS



IT JUST TAKES 2 STEPS TO REGISTER  
TO SELL APPLE VACATIONS IN VAX

### STEP 1: REGISTRATION WITH VAX VACATIONACCESS

Agency site managers can quickly establish and manage a VAX VacationAccess account in order to sell vacations for their agency. Upon successful VAX registration, site managers can add, edit, or remove users. Agents should not create their own individual accounts on VAX, registration must be done at the AGENCY level by a selected Site Manager designated by the agency. **If your agency is already registered in VAX, then no further action is necessary – skip to Step 2 in the next column!**

1. Click the **Register Now** button on the login screen of [vaxvacationaccess.com](http://vaxvacationaccess.com) and complete the registration form.
2. Please read and accept the VAX VacationAccess Travel Agency Agreement, then click **Register Agency**.
3. You will receive a welcome email within 24 hours containing your user name, login credentials and next steps on how to register with specific suppliers.

### STEP 2: REGISTRATION WITH APPLE VACATIONS

1. If your agency is already registered to sell other Apple Leisure Groups (ALG) brands, then no further action is necessary, you are ready to **BOOK!**
2. To complete your registration with Apple Vacations, begin by registering with the Apple Leisure Group brands (ALG).
3. Agency site managers can navigate through the email received from VAX or they can visit [VAXVacationAccess.com/SupplierRegistration](http://VAXVacationAccess.com/SupplierRegistration)
4. To complete supplier registration, please email the completed **New Agency Application** and **W9 Form** to [appleinsidesales@applevac.com](mailto:appleinsidesales@applevac.com) or fax to **847-640-1562**.
5. Once you are registered, you are all set to begin selling Apple Vacations once we launch in November!

NOTE: Apple Leisure Group requires that your agency has an address within North America and an email address. It will take 48 to 72 business hours for your account to be approved and established in our system. At that time, your agency will be notified via email with the confirmation of account setup. For assistance, please reach out to our support team at **800-727-3460**.



Committed to Your Success for 50 Years