



May 3, 2019

CATCHANYFLIGHT
SUITE 839
11040 BOLLINGER CANYON ROAD
SAN RAMON CA

Request: 205720

Re: Approval of New Verified Travel Consultant (VTC)

Dear CATCHANYFLIGHT,

Welcome! I am delighted to inform you that your Verified Travel Consultant (VTC) request has been approved and your agency will be included on the ARC Agency List effective **Monday, May 6, 2019**. We have notified ARC participating airlines accordingly.

Your assigned ARC Number is: **05540511**

This number will allow you to take advantage of the many benefits of ARC Accreditation. Please reference your complete ARC number in all future communication with ARC.

As a first step for VTCs, ARC recommends that you immediately notify your preferred travel suppliers about your ARC VTC participation and ARC Number. Please feel free to share a copy of this approval letter with your supplier partners as confirmation of your status within ARC or direct your supplier partners to the [ARC Check](#) link for instant status on your participation with ARC.

Verified Travel Consultants (VTC) are **not authorized to drive or issue transactions** through any System Provider other than ARC's Agent's Choice, which should be used for Travel Agent Service Fees. As such this approval letter may not be provided to, or used by, any system provider, e.g., GDS/CRS, to initiate the issuance of any type of transaction.



Key Operational Guidelines

- An email from ARC will be sent to the individual identified in the application as your designated My ARC Primary Administrator (PA). The email contains the user ID and a link to My ARC, which will allow your PA to create a password. Your PA will have the ability to establish My ARC user accounts for other individuals as well as create other My ARC administrators.
- Your first sales report period begins **Monday, May 6, 2019** and runs through PED **Sunday May 12, 2019**. ARC will submit your weekly sales report on your behalf. Please review your weekly sales report for Travel Agency Fee (Agents Choice) Transactions prior to submission by ARC.
- ARC will draft (or credit) your designated bank account no earlier than **Friday, May 17, 2019**, unless a no sales report has been submitted.
- The VTC annual fee for this year was included in your application fee. Starting January of next year, the annual fee will be automatically drafted from your ARC designated bank account. Please make sure to have funds in your ARC designated account to avoid a NSF draft.

If you need assistance or have any questions, please contact our Customer Care Center at 855-816-8003.

On behalf of ARC, I welcome you to the VTC Program and we look forward to working with you.

Sincerely,

s/Latrece Savage-Zimmerman
Accreditation Services
855-816-8085