

TRAVEL ADVISOR PORTAL LOG-IN PROCESS

Welcome to AmaWaterways' Travel Advisor Portal, your one-stop-shop for all the tools and resources you need to become an AmaWaterways expert, make reservations and payments on behalf of your clients, expand your marketing presence and grow your river cruise business. Within this portal, you will find sales and marketing toolkits, social media resources, access to build a co-branded website, details on current promotions and recordings of our weekly Webinar Wednesdays hosted by AmaWaterways executives and special guests. The portal also provides links to our Online Booking Engine and Online Payment systems as well as AmaAcademy, an interactive educational program that offers special incentives, such as access to our FAM cruises.

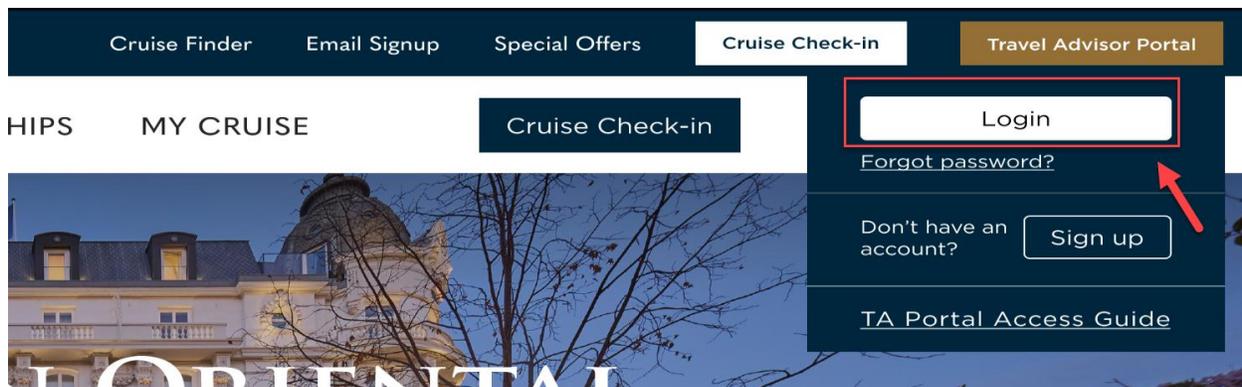
This training manual provides instructions for the new processes of logging in and out of your Travel Advisor Portal as well as for resetting your password.

Logging In to Your Travel Advisor Portal Account

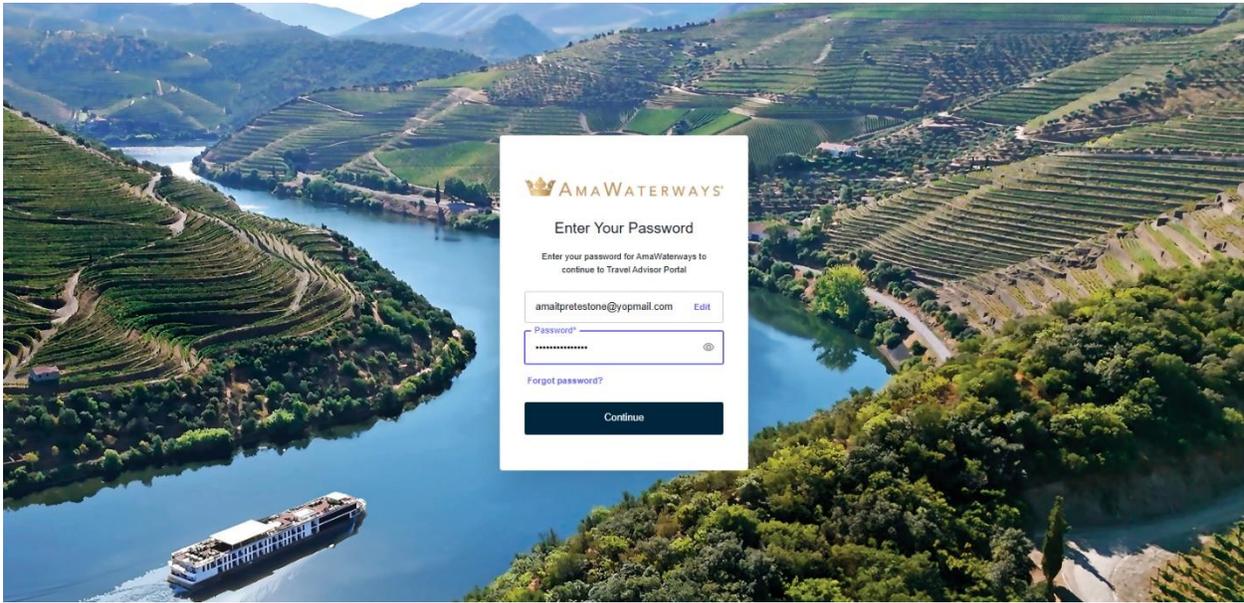
1. From the AmaWaterways homepage, click the Travel Advisor Portal button.



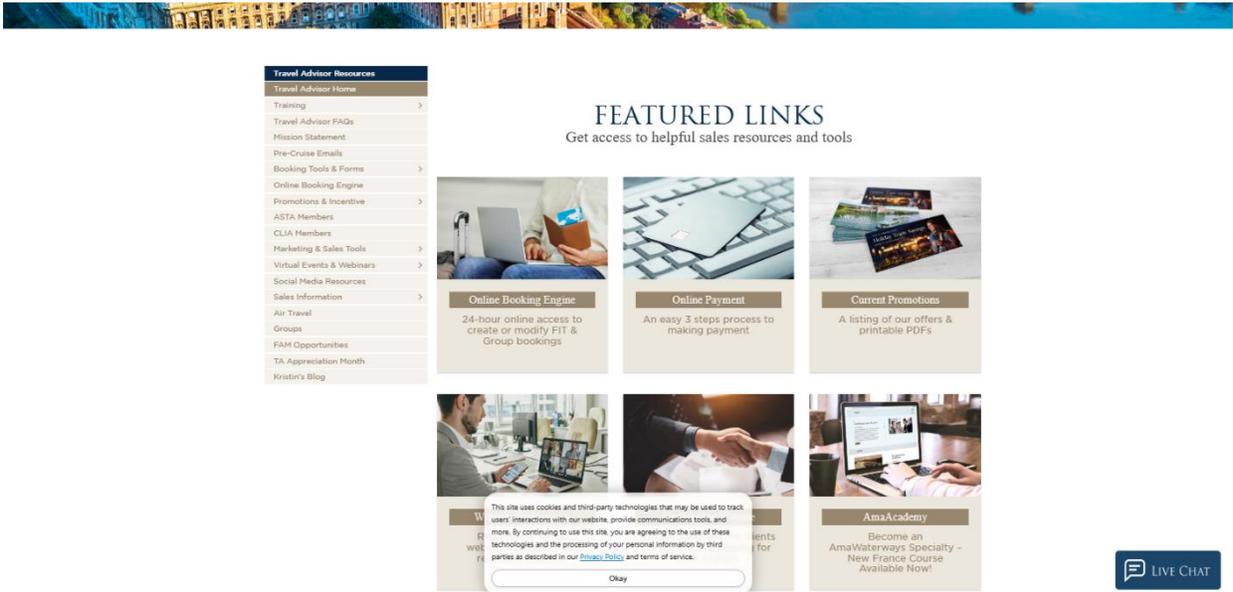
2. Click the Login button



3. Input your login credentials (email address and password) and click the Continue button.



4. You should be redirected to the Travel Advisor Portal Homepage.



Logging Out of Your Travel Advisor Portal Account

1. To log out of the Travel Advisor Portal, click the icon on top of the webpage.



2. Click the Logout button on the drop-down options.



3. You should be redirected to the AmaWaterways homepage upon logging out.

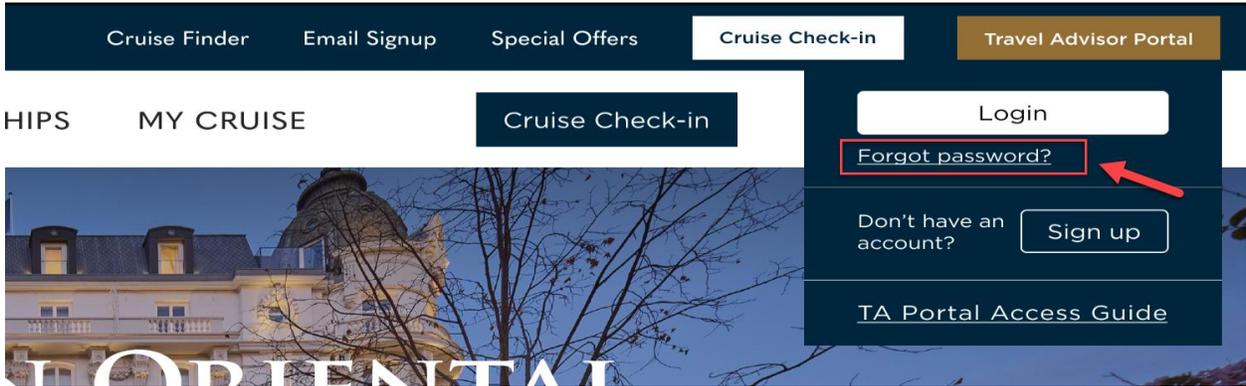
IMPORTANT NOTE: Every Travel Advisor Portal login is a single session. For Travel Advisors with more than one account, kindly ensure that you log out of your current session before logging in to a new one.

Forget Password

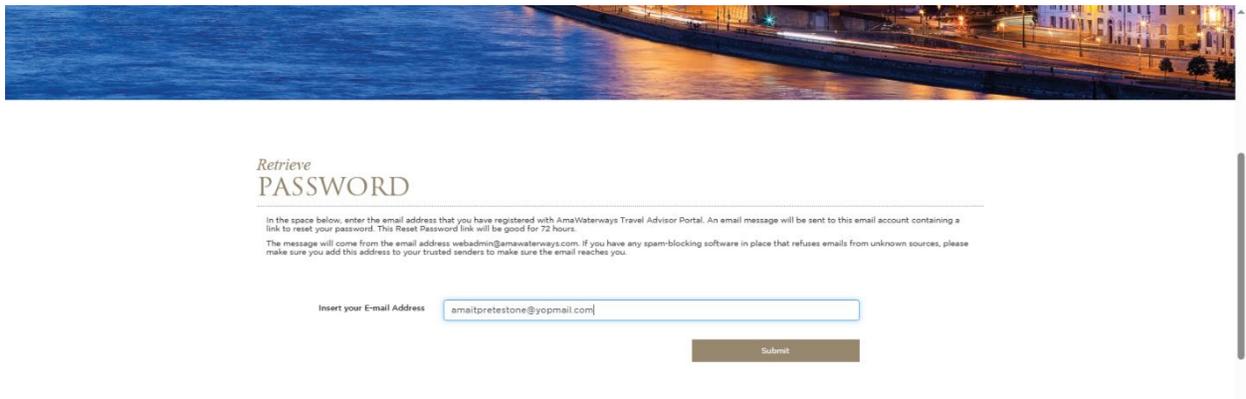
1. To reset your password, click the Travel Advisor Portal button at the top-right corner of the AmaWaterways homepage.



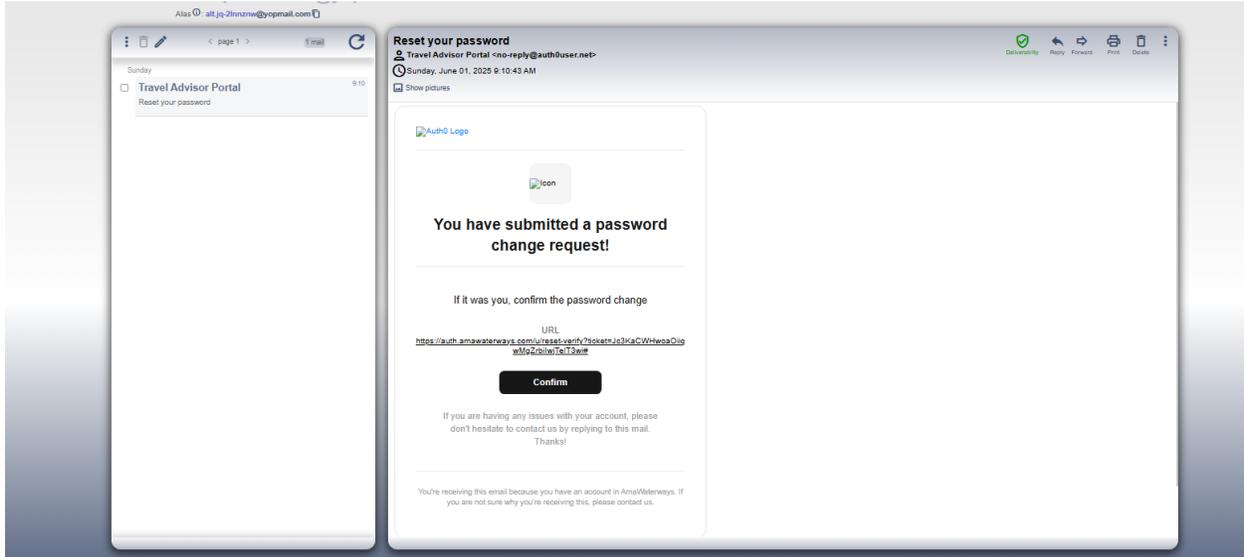
2. Click the Forgot Password button.



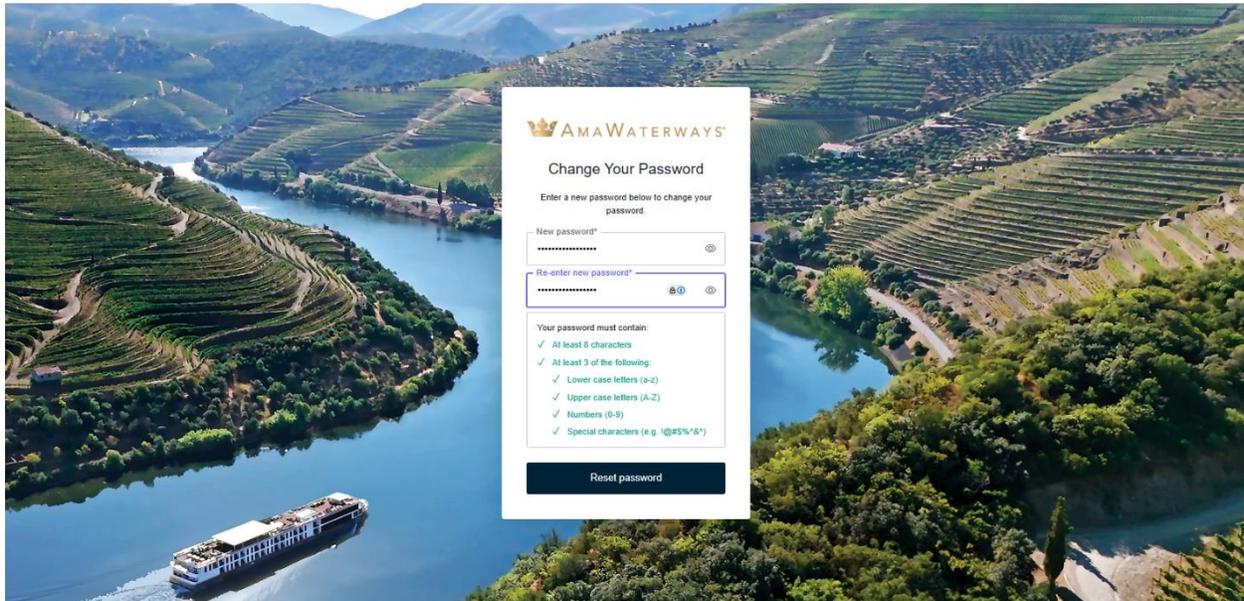
3. In the Retrieve Password page, input the email address you used for your Travel Advisor Portal account. Click Submit.



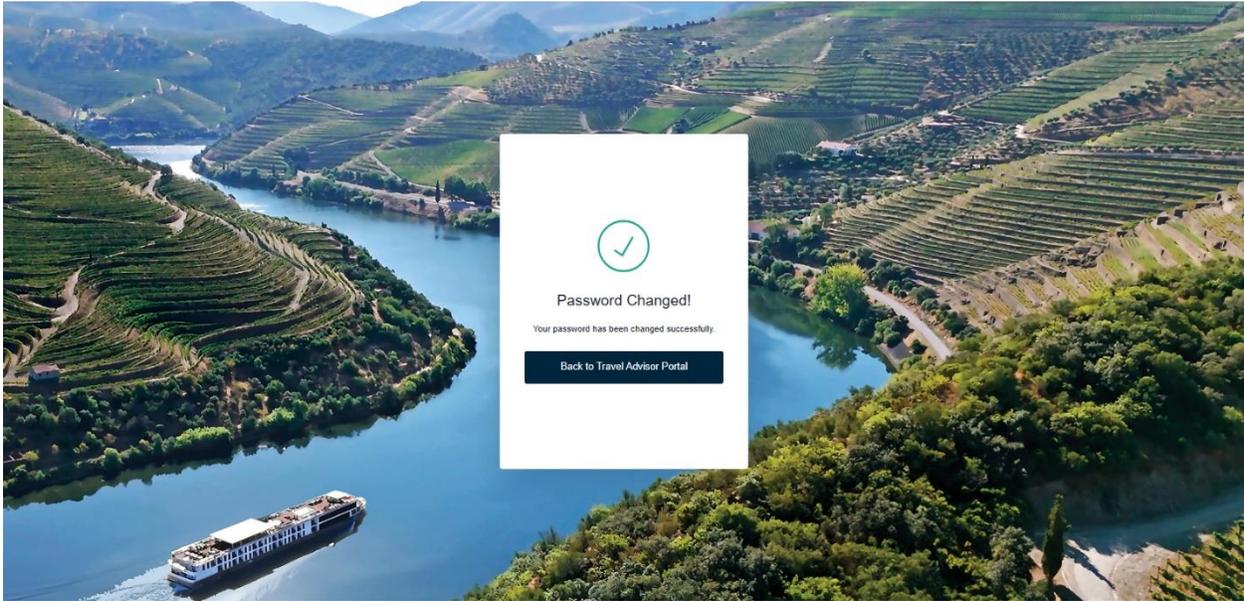
4. Click the link sent to your provided email address.



5. Enter your new password and click the "Reset Password" button.



6. A message will appear to confirm successful password change.



7. Go back to the Travel Advisor Portal and log in with your new password.