



Re-designation Form for Travel Professionals

Introduction

This Form is used to re-designate your organization's administrator for ARC products and services (ARC Tools) such as My ARC and ARC Document Retrieval Service (DRS).

The obligations of your organization with respect to use of My ARC, IAR, ISS, DRS and other ARC Tools are included in the Agent Reporting Agreement and Terms of Service applicable to your organization.

How to complete this form:

1. Fill out Part A.
2. Choose if you are filling out part B1 and/or B2, then complete the appropriate sections.
3. Fill out part C.
4. Print, then sign the completed form.
5. The form can then be emailed to ccchelp@arccorp.com or sent via the other methods mentioned at the end of this form.

Part A – Basic Information

Please complete the required information.

Home/Independent Office ARC Number: _____

Legal Name:

Trade Name (DBA):

Your organization is a (check one):

ARC Accredited Agency

Verified Travel Consultant (VTC)

Corporate Travel Department (CTD)

Which tool administrator(s) are you re-designating? (Select at least one)

My ARC (Complete part B1)

DRS (Complete part B2)



Part B1 – My ARC

My ARC Primary Administrator will perform the My ARC administrative functions for your organization and have the following capabilities, including, without limitation:

- View user accounts across your entire organization
- Create and delete user accounts
- Grant and revoke access to My ARC and to ARC Tools as they become available via My ARC (e.g., ISS)
- Update user profiles
- Lock user accounts (e.g., for leaves of absence, etc.)
- Create additional My ARC administrators (e.g., My ARC Administrators, Tool Administrators, etc.)

Please refer to Section 3.5 of the Industry Agents' Handbook (<https://www2.arccorp.com/iah>) for more information on My ARC Primary Administrator.

New My ARC Primary Administrator Information

Upgrade current user (Complete Question 1 below)

Add a new My ARC Primary user (Complete Questions 2-8 below)

1. Current My ARC User ID (to be upgraded): _____
2. Desired User ID (If not available, one will be assigned to you. Must start with a letter, be between 7-25 characters, contain no spaces: _____
3. Name of the Administrator (First Name, Last Name):

4. Email Address:

5. Department:
6. Title:
7. Phone: _____
8. Extn: _____

Current My ARC Primary Administrator Information

If you do not currently have a My ARC Primary Administrator you do not have to fill out this section.

Current Primary Administrators' My ARC User ID: _____

Downgrade Administrator to:

- My ARC Administrator and Tool Administrator
- My ARC Administrator
- Tool Administrator
- User

Or

Delete Administrator

Note: If no selection is made above, the Current My ARC Primary Administrator will be downgraded to a 'User' role when a New My ARC Primary Administrator is re-designated.



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Part B2 – Document Retrieval Service (DRS)

Please select the DRS information that you would like to update: (Select at least one)

DRS Principal (Complete 'New DRS Principal Information' and 'Verification Question and Answer' sections)

DRS Security Manager (Complete 'New DRS Security Manager' section below)

New DRS Principal Information

The DRS Principal is an Authorized Representative for the Agency. The Principal must be an owner or, if the Agency is a corporation, an authorized officer of the Agency.

Name of the Principal (First Name, Last Name):

Email Address:

Title (If an Owner or officer, please indicate):

Phone: _____

Extn: _____

Identity Verification Question and Answer

Please provide a question and answer, which should be known only to the Principal, for identity verification purposes. The question and answer that you provide below will be used to verify your identity if you contact ARC with questions about changes to the Security Manager, the Service, password resets, User IDs, etc.

Your Question:

Your Answer:

This Identity Verification Question and Answer must be kept confidential by the Agency's Principal and must not be shared with anyone who is not authorized to act on your behalf.



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Part B2 (Continued) – Document Retrieval Service (DRS)

DRS Security Manager will perform the DRS administrative functions for your organization, including, without limitation:

- Access to Agent's transactional data in DRS
- Create and Modify other DRS Roles (Supervisors and Users)
- Grant and Revoke user access to DRS
- Reset passwords
- Delete DRS Users

Additional information can be accessed at <https://www2.arccorp.com/support-training/document-retrieval-service/>

New DRS Security Manager Information

Upgrade current DRS user to DRS Security Manager (Complete 1 below)

Add a new DRS Security Manager (Complete 2-8 below)

1. Current DRS User ID (to be upgraded):

2. Desired User ID (If not available, one will be assigned to you. Must start with a letter, be between 6-8 characters, and cannot be the same as the Principal User ID):

3. Name of the Security Manager (First Name, Last Name):

4. Email Address:

5. Department:

6. Title (If an Owner or officer, please indicate):

7. Phone: _____

8. Extn: _____



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Part C – Certification

I, the undersigned owner/officer of the Organization named below in this Form, certify that the information provided is true and accurate to the best of my knowledge and belief, and I am authorized to sign and submit this form on behalf of the Organization named above. I agree and acknowledge that my organization's obligations with respect to My ARC, IAR and DRS are set forth in the ARC Agreement and terms of service applicable to my Organization.

AGREED TO BY:

Agency Legal Name:

Owner/Officer Signature:

Print Name:

Title:

Date (MM/DD/YYYY):

By signing above, I certify that I am authorized to sign this Application on behalf of the Organization named above.

Note: If your organization is a Corporation, an authorized officer is required to sign.

ARC will endeavor to complete the requested change within 1 business day of receipt of an accurate and complete form.

Once the Re-designation is completed you will receive an email with your login credentials.

Where to send the Completed Form

You can scan and Email the completed and signed form to ccchelp@arccorp.com

You can also mail the completed and signed original form to:

**ARC Attn: CCC / Administrator Redesignation Form
3000 Wilson Boulevard, Suite 300
Arlington, VA 22201-3862**

Or you may fax the completed form to +1 703.816.8088 or +1 703.816.8039.

Questions or Assistance

If you have any questions about how to complete the Re-designation Form, please contact the ARC Customer Care Center at ccchelp@arccorp.com or call +1 855.816.8003.