

MTA INSTRUCTIONAL INFORMATION

ONLINE REGISTRATION:

Pages 1 & 2 are provided to Church/Organization/Individual [COI] the instructions to register online.

MTA encourages you to experience the online registration process. The online registration process makes it easy for you to register your team's mission trips.

One member recently shared their experience with the online registration.

“... I really wanted to call attention to your website upgrades and automation. It is REALLY nice! I used to be an analyst so I appreciate how nice the site is and how well it integrates between registration and payment portals”

The MTA Website: <http://missionarytravelassociation.com/>

To reach the registration page, go to the Home page and click on the yellow icon “Online...” [see below]

PLEASE follow the explanations in the ‘MTA ONLINE Registration Instructions’ [attached]

Please note, if this is the first time you register your [COI] *Organization, Church* or you as *Individual* (not registering as an organization or church), you will not have any ID number to enter. MTA's database will assign you a **COI** Number beginning with “**C**” and all new members will be assigned a member number beginning with “**M**”. When you enter your assigned ID numbers in future registrations the system will auto-populate your previous information. This will save you re-entering all the information again.

The **COI** Contact person will receive an email with the Online Payment Link for credit cards and the following 3 attachments:

1. Detailed Invoice
2. Id Cards
3. Evidence of Insurance

MTA thanks you for using the Online Registration and Payment process for all your future mission trips.

Go to web address - <http://missionarytravelassociation.com/>

Click on the “Register Online” icon

The screenshot shows the MTA website home page. At the top, there is a navigation menu with links: Home, About MTA, Benefits, Member Reflections & Testimonials, Travel Information, and Contact MTA. Below the menu is a banner with the text "MTA BENEFITS ARE FOR MISSION TRIPS ONLY" and "Benefits for NON-Mission Trips, Cruises, and Tours visit CENTURION TRAVEL ASSISTANCE". The main content area features a large image of a group of people with the text "TRAVEL INTERRUPTIONS? WE'VE GOT YOU COVERED". To the right of this image are two buttons: "Teams and Individuals" with a "Register Online" link, and "Not able to register online?" with a "Download form" link. A red box highlights the "Register Online" link, with a red arrow pointing to a separate box on the right that says "Click on the Registration Online Link [Either link will work]". Below the main content, there is a section titled "The MTA difference:" with a list of bullet points: "Like-minded: Christian owned and mission passionate", "Speed: our sister company owns the jets to come get you as the need arises", "Assurance: benefits underwritten by Travelers through Lloyds of London", and "Care: our 24/7 team will treat you like family". To the right of this list is a section titled "Your Benefits Include:" with a list of icons and text: "Medical emergencies expenses including repatriation", "Personal accidents", "Baggage and/or personal effects", "Personal liability", "Cancellation and repatriation", and "Missed departure and delay". Below this is a section titled "More than just words: A Critical Distinction" with sub-sections for "Evacuation (the travel insurance approach) - Medical transport to the nearest appropriate facility." and "Repatriation (the MTA benefit) - Medical transport home to the facility of your choice." At the bottom of the page, there is a footer with contact information, a "Pre-Purchase Benefit Days" section, and a "DOWNLOAD HERE" button for the "ONLINE... MTA Team-Individual REGISTRATION FORM [click here]".

Click on the
Registration Online
Link
[Either link will work]

Your C/O/I ID # begins with a 'C'
If you do not have one, please leave blank. A C/O/I # will be assigned for future registrations.

Please review the list of DO NOT TRAVEL countries that will need approval to prior to purchasing MTA travel benefits. Check the USA State Dept. if you are not sure about your destination country

TRIPS TAKEN TO Afghanistan, Iran, Iraq, Syria, China, Cuba, North Korea, Sudan, and Venezuela. Do NOT TRAVEL unless referred to by Underwriters for any other area where the U.S.A. Department link

If more than one city and/or country, list them with a comma to separate them List Cities and Countries in the same order

The person who will receive all completed documents now and in the future

Church/Organization /Individual ID Number: [example C132]:	<input type="text" value="Fill ID to Automatically fill other COI Information"/>	Mission Type:	<input type="text" value="Please select"/>
Church/Organization /Individual Name:	<input type="text" value="Church/Organization/Individual Name"/>	Team Name:	<input type="text" value="Team Name"/>
Church/Organization /Individual Contact Person:	<input type="text" value="Church/Organization/Individual Contact Person"/>	Team Leader [Going on the Mission trip]:	<input type="text" value="Team Leader [Going on the Mission trip]"/>
Church/Organization /Individual Street Address:	<input type="text" value="Church/Organization /Individual Street Address"/>	Team Contact Phone & Email:	<input type="text" value="Team leader's Phone Num"/> <input type="text" value="Team leader's Email"/>
Church/Organization /Individual City:	<input type="text" value="Church/Organization/Individual City"/>	Destination City:	<input type="text" value="Destination City"/>
Church/Organization /Individual State:	<input type="text" value="Church/Organization/Individual State"/>	Destination Country:	<input type="text" value="Destination Country"/>
Church/Organization /Individual Zip:	<input type="text" value="Church/Organization /Individual Zip"/>	Travel Start Date:	<input type="text"/>
Church/Organization /Individual Country:	<input type="text" value="Church/Organization/Individual Country"/>	Travel End Date:	<input type="text"/>
Church/Organization /Individual Phone & Email	<input type="text" value="COI Contact Phone Number"/> <input type="text" value="COI Contact Email"/>	Payment Method:	<input type="text" value="Please select"/>

"To pay your invoice online, please go to this link - <http://missionarytravelassociation.com/pay-now/>
To pay by check, please make your check payable to 'MTA' and send to the address on the invoice."

Enter Member Information Below

"Any family of 3 – 6 members with children age 16 and under should contact MTA to have the family discount applied prior to payment."

INSTRUCTIONS FOR ENTERING TRAVELERS - ALL TRAVELERS MUST BE ENTERED BELOW

1. If you do not have a member number beginning with an "M" please leave the ID # blank
2. When inserting a member number and the member name and date of birth showing is not yours please enter your information and continue with the registration process
3. Previous registered members personal information is blocked from being seen for security purposes
4. Information for existing users cannot be updated using this form

Enter Member ID # that begins with 'M'
If you don't have one PLEASE leave blank and complete the information

Member #1

ID #	<input type="text" value="Member ID"/>	First Name:	<input type="text" value="First Name"/>	Middle Name:	<input type="text" value="Middle Name"/>
Last Name:	<input type="text" value="Last Name"/>	Birthdate:	<input type="text"/>	Passport #	<input type="text" value="Passport #"/>
Email	<input type="text" value="Email"/>	Emergency Contact	<input type="text" value="Emergency Contact"/>	Emerg. Phone #	<input type="text" value="Emerg. Phone #"/>
Beneficiary	<input type="text" value="Beneficiary"/>				

To add additional team members Click on "Add Additional Traveler"

When all members are entered click on "Submit"
You'll be taken to a screen to generate the INVOICE, ID CARDS and a LINK TO PAY by credit card online