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

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

Missionary Travel Association Online Registration Form For Mission Trips

2561 Rescue Way Brooksville, FL 34604
Tel: (352) 678-5885 Fax: (352) 678-5848

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 TRAVE L
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

R TRIPS TAKEN TO Afghanistan, Iran, Iraq, Syria, Ch... ny other area where the U.S.A.
s "DO NOT TRAVEL" unless referred to Underwriters fo... epartment 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

Church/Organization /Individual ID Number: [example C132]:	Fill ID to Automatically fill other COI Information
Church/Organization /Individual Name:	Church/Organization/Individual Na
Church/Organization /Individual Contact Person:	Church/Organization/Individual Co
	Church/Organization /Individual Street Address
	Church/Organization/Individual City
Church/Organization /Individual State:	Church/Organization/Individual State
Church/Organization /Individual Zip:	Church/Organization/Individual Zip
Church/Organization /Individual Country:	Church/Organization/Individual Country
Church/Organization /Individual Phone & Email	COI Contact Phone Numbe COI Contact Email

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

Mission Type:	Please select
Team Name:	Team Name
...eader [Going on the ...ission trip]:	Team Leader [Going on the Mission trip]
Team Contact Phone & Email:	Team leader's Phone Num Team leader's Email
Destination City:	Destination City
Destination Country:	Destination Country
Travel Start Date:	
Travel End Date:	
Payment Method:	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 #	Member ID	First Name:	First Name	Middle Name:	Middle Name
Last Name:	Last Name	Birthdate:		Passport #:	Passport #
Email	Email	Emergency Contact	Emergency Contact	Emerg. Phone #:	Emerg. Phone #
Beneficiary	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

Add Additional Traveler

Submit

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