



WY
Direct Connect



NDC SPRK

Quick Reference Guide

Sprk QRG

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Introduction

About this guide

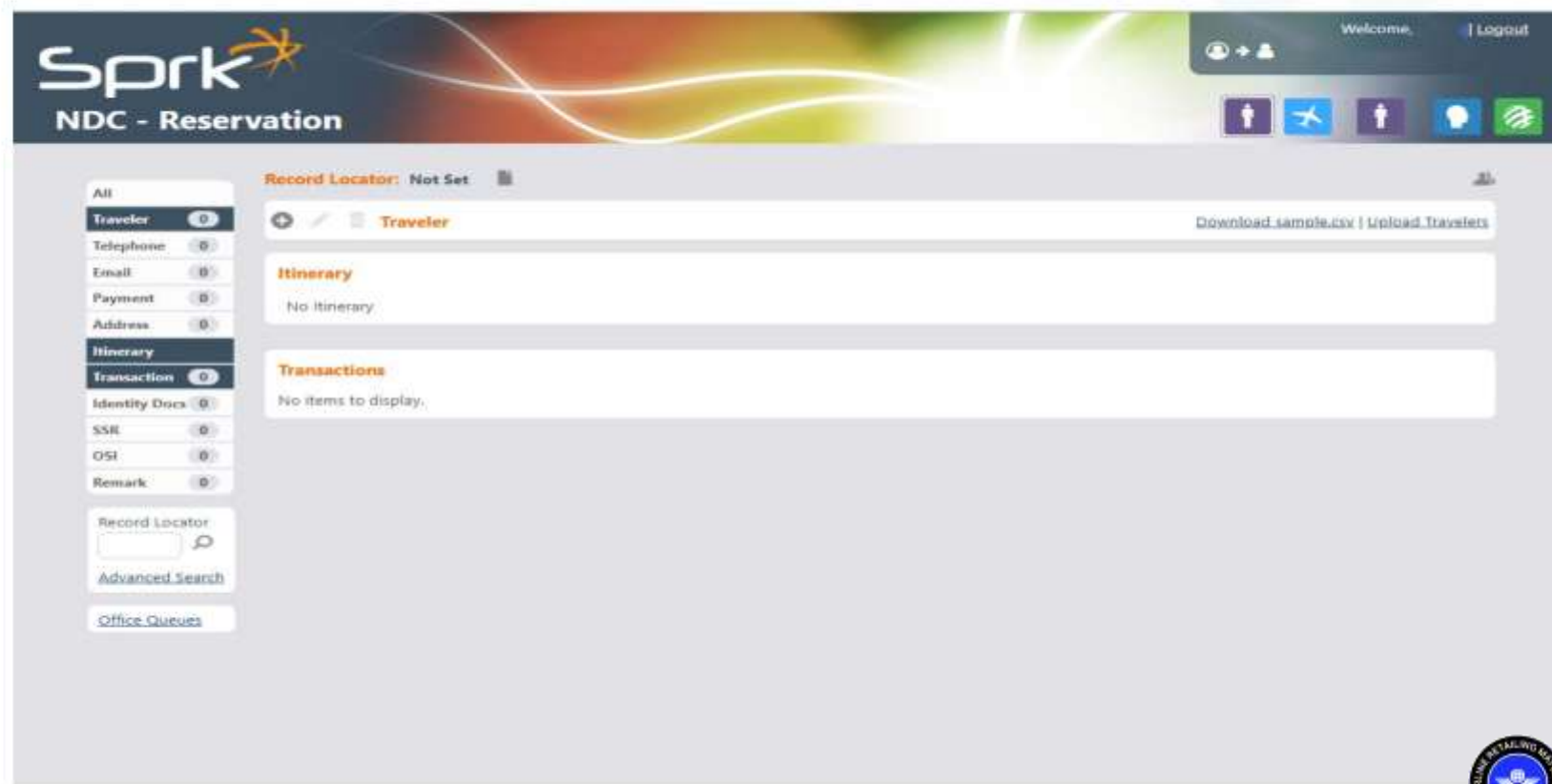
Sprk NDC platform

This guide is based on the interface and functions of a generic instance of the **Sprk NDC** platform that does not contain airline-specific branding. However, some screen captures may include a random airline-specific logo.

Any airline logos that appear are solely for illustrative purposes and do not represent a preferred carrier or alliance.

Access to Sprk NDC

Before you can use **Sprk NDC**, your travel agency needs an agreement with direct connect airlines. Contact the Accelya service desk to assist you with **Sprk NDC** set-up and login credentials.



— Sign-in and navigation

Sign in

Sign in with user ID

Use the credentials that the Accelya service desk has provided for you.

1. Go to your **Sprk NDC** portal.
2. Enter your office ID in **Office ID**.
3. Enter your agent ID in **Agent ID**.
4. Enter your password in **Password**.
5. Click **Login**.

A screenshot of the Sprk NDC login portal. At the top, a message states "Company Credentials(SSO) can be used for this Office ID." with a magnifying glass icon. Below this is a section for "Company(s)" with a link "Company Link". The main login area has the "Sprk" logo at the top. It contains three input fields labeled "Office ID", "Agent ID", and "Password". Below the "Password" field is a link "Forgot password?". At the bottom is an orange "Login" button.

Sign in with single sign on (SSO)

SSO allows you to use your agency's Office ID to sign into **Sprk NDC**.

1. Enter the agency office ID in **Office ID**.
2. Press **Tab**.
3. An access key appears above the sign-in dialog. Click your agency's SSO.
4. You are signed into **Sprk NDC**.

— Sign-in and navigation

Home screen

The Reservation screen is your home screen and displays the Toolbox, Workspace, navigation buttons, and hyperlinks. Agents can start a new reservation, retrieve an existing one to review or update, and add/update traveler profile information.

Toolbox

The Toolbox contains clickable tabs to:

- Enter traveler information (name, contact, identity documents, etc.)
- View traveler itinerary (shopping cart and booked travel)
- View traveler transactions
- View associated SSRs, OSIs, and Remarks
- And more

Workspace

Once you have completed the Traveler information and entered the itinerary, the data appears in the Workspace in the associated frame corresponding to each element in an Order. Click the **Toolbox** tabs to open and close the associated Workspace frames.



— Sign-in and navigation

Navigation

Navigation buttons

Use the icons on the top right to navigate within *Sprk NDC*.

- **Reservation.** The default screen after sign-in and shows the Workspace where you can begin building the traveler reservation.
- **Add Air.** Click to shop for flights.
- **Add Reservation.** Click to add a new reservation separate from the current reservation.
- **Profile.** Click to set up and manage traveler profile information.
- **Settings.** Click to change the global settings (language, time, etc.).



Search options

Use the hyperlinks that appear below the Toolbox to search for an existing record or Order.

- **Record Locator.** Enter a record locator to search for the associated record.
- **Advanced Search.** You can search by other criteria such as traveler name, carrier, etc.
- **Office Queues.** A repository containing like Orders, such as schedule changes, confirmations, married conditions, etc.

Home screen

Traveler information

Entering traveler information

You will enter all travelers for the reservation on the Reservation screen in **Sprk NDC**. By default, the **Traveler** frame is open.

1. On **Traveler**, click **Add (+)**.



2. In **Travelers**, enter the traveler details.



3. To add an infant, click **Add Infant**.
4. To add a frequent flyer number, click **Add FFN**.

5. To add more travelers, click **Add New** and select the number of travelers to be added.

6. Click **Submit**.

The traveler information you entered appears on the **Traveler** frame in the Workspace. The **Traveler** tab reflects the total number of travelers.



Type	Title	First Name	Middle Name	Last Name	Date Of Birth	Gender
ADT	TRAVELER	TRAVIS		JONES	19Oct1981	MALE
ADT	MRS	MISSUS		JONES	17Apr1987	FEMALE

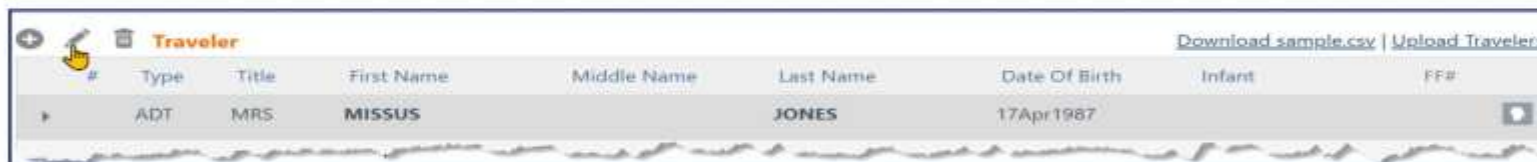
Reservation

Traveler information

Editing traveler information

To change or delete traveler information, select the traveler. The **Edit** (✎), **Delete** (🗑) and **Add** (+) icons are enabled. Click **Edit** or **Delete**.

1. Select the **Traveler**. The **Edit** and **Delete** buttons are enabled.
2. Click **Edit** to update traveler data. Click **Delete** to remove a traveler from the itinerary.



#	Type	Title	First Name	Middle Name	Last Name	Date Of Birth	Infant	FF#
1	ADT	MRS	MISSUS		JONES	17Apr1987		

3. Click **Submit** to save your changes. **Traveler** has been updated.



#	Type	Title	First Name	Middle Name	Last Name	Date Of Birth	Infant	FF#
1	ADT	MRS	MISSY		JONES	17Apr1987		

Shop

Add Air

Air shopping

On the Add Air screen, you can filter your flight search by selecting pricing options and shopping qualifiers. After adding desired flights to your shopping cart, you are returned to the Workspace where you can book and add services if desired.

1. Click **Add Air**.



2. Select the desired options and qualifiers and click **Continue**.



3. Enter your itinerary and click **Fare Search**.



4. From the results, click the desired flights.



5. On **Fare Search**, review the pricing details.



6. Click **Add to Shopping Cart**.



Shop

Reprice

Reprice an offer

You can reprice an offer in your Shopping Cart to request a new offer with different pricing options.

1. In your shopping cart, select the flights to enable the command buttons. Click **Reprice**.



- ① Once the Offer is in the Shopping Cart, the **Reprice** button can be used either to request a new Offer with different Pricing Options or if the current Offer in the Shopping Cart has expired due to time-limit restrictions, the **Reprice** button can also be used to return a new current Offer.

2. On Pricing Options, select the new pricing options and qualifiers, and click **Continue**.



3. On Price, review the priced offer and click **Add to Shopping Cart**.



The flight details have been added to your Shopping Cart.

Create an Order

Book and Hold

About Book and Hold

Book and Hold creates an unticketed Order and saves the flight information at the current fare. You can pay for the Order when you issues the documents (tickets and EMDs).

1. On **Itinerary**, select the fares from the Shopping Cart to be booked. Click **Book and Hold**.



	Class	Status	Crate	Fare
Sun 16Mar25 09:20p - 08:23p LAX-HNL UA 1170 H 777	UAO	1		
Sat 22Mar25 09:55p - 08:13a HNL-LAX UA 1169 H 777	UAO	1		

Buttons: Book and Hold, Reprice, Services, Seats, Delete

Book and Hold Selected

i A telephone number or email address is required to book the fare. Some airlines may require both phone number and email address.

2. The **Record Locator** is created and can be used later to search for the reservation.

Record Locator 87Z64 successfully created.
Itinerary contains a flight for which Secure Flight data is mandatory. Provide APIS/PictureID element (Name, Date Of Birth and Gender) prior to ticketing.

3. The **Itinerary** frame now shows Booked-Air and new command buttons appear at the bottom of the frame: **Reprice, Services, Seats, and Issue Documents**.



	Class	Status	Crate	Fare
Sun 21Apr24 02:27p - 05:37p LAX-HNL UA 1170 H 777	UAO	1		
Sun 21Apr24 07:30p - 09:05a HNL-LAX UA 1169 H 777	UAO	1		

Buttons: Reprice, Services, Seats, Issue Documents

Retrieve an Order

Retrieve an Order



Retrieve an Order with Record Locator

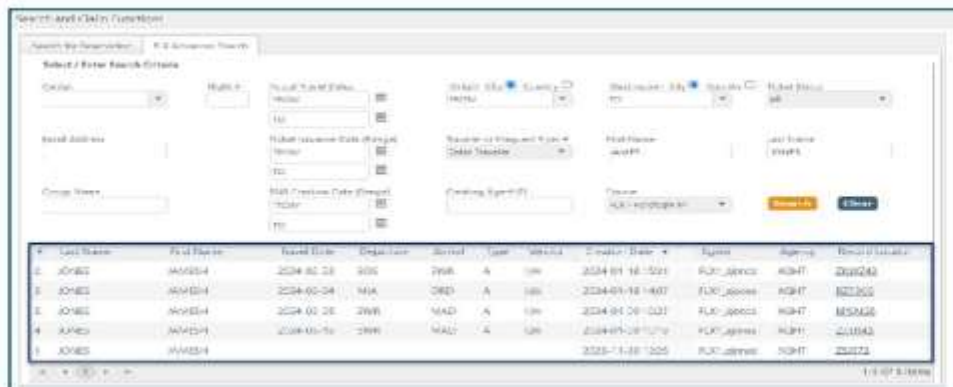
You can use the Record Locator to retrieve an Order.

1. Enter the Record Locator in the **Record Locator** field and click **Search**.
2. The record opens in the Workspace.

Retrieve an Order with Advanced Search

With Advanced Search, you can specify search criteria such as traveler name, airline, dates, etc.

1. Clicked **Advanced Search**, enter your desired search criteria, and then click **Search**.
2. On the results grid, click the desired record to open it in the Workspace.



Payment

Issue Documents

Issue Documents overview

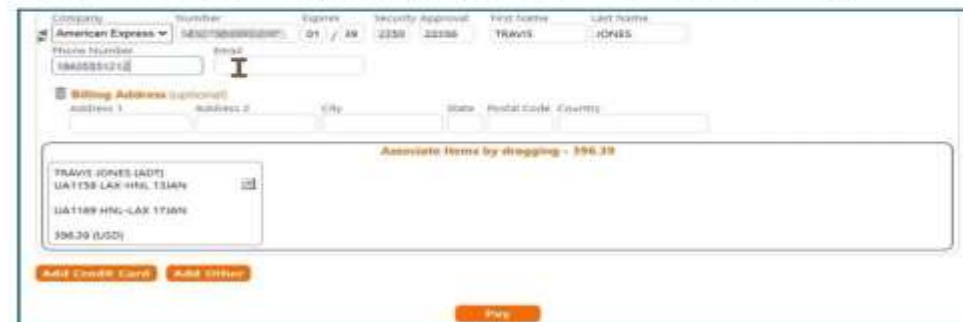
Sprk NDC allows you to set up ticketing after an Order is created. This is known as deferred ticketing and can be accomplished using the **Issue Documents** and **Pay** buttons. The itinerary must be in a confirmed status. The **Issue Documents** button will issue and pay for both the tickets and any services.

1. On the Reservation screen, **Itinerary** frame, click **Issue Documents**.



	Class	Status	One	Fare
Mon 21 Apr 25 09:40p - 06:08a	HNL - LAX	OK 1189	3H 28m 777	HE
Sat 26 Apr 25 01:10p - 07:58p	LAX - HNL	OK 1170	3H 40m 777	HE

2. On Issue Documents, enter payment details and click **Pay**.



Company: American Express Number: 0000000000000000 Expiry: 01 / 19 Security Approval: 2230 2230 First Name: TRAVIS Last Name: JONES

Phone Number: 0000000000000000

Billing Address (optional): Address 1: Address 2: City: State: Postal Code: Country:

Associate Items by dragging - \$96.39

TRAVIS JONES (ADT)
UA1189 LAX-HNL 131AN
UA1189 HNL-LAX 171AN
\$96.39 (USD)

Add Credit Card Add Other

Pay

3. The **Transactions** frame appears and shows the purchased tickets.



Reference	Source	Status	Transaction Date	Supplier	Segments
0100000000000000	United Airlines	Ticketed	2024-04-10 10:10	TRAVIS JONES (ADT)	UA1189 LAX-HNL 131AN UA1189 HNL-LAX 171AN

Payment

Seat selection

Paid seats

Seats are generally included in the price of the ticket. A seat map is available for each flight segment where you can select your included seat if allowed. Some seat restrictions may apply based on airline rules.

1. On **Itinerary**, click **Seats**.




2. The Seat Map appears. Click the desired seat (if allowed) and then click **Continue**.



3. The selected seat for the segment now shows on **Itinerary**.



 If you selected a seat upgrade, a payment screen will appear.

Payment

Services and ancillaries

Services and ancillaries

You can purchase additional services and upgrades if desired. The types of services offered will vary by airline.

1. On **Itinerary**, click **Services**.
2. The Services screen opens and shows services and/or ancillaries for purchase. Click a desired service and then click **Continue**.



3. The Payment form appears. Enter payment details and click **Continue**.

5. You are returned to the Reservation screen where the **SSR** frame shows the added service.

Special Service Request (SSR)				
Booking	Status	Request	Bookings	Segments
YUL	OK	TKNE 0162445007157	TRAVELER'S (YUL)	YUL TO HKG-LAX-LAX
YUL	OK	TKNE 0162445007157	TRAVELER'S (YUL)	YUL TO LAX-HKG-LAX

Modify an Order

Reprice

Reprice an Order

Unticketed Orders can be repriced to obtain the most up-to-date price. For example, time has passed since the Order was created, exceeding the Ticketing Time Limit, and a new quote is needed to see if there is any change in the fare amount.

1. Retrieve the unticketed Order to be repriced. Click **Reprice**.



2. If you have a document number to be used as a pricing qualifier, enter it in **Document No.** Click **Continue**.



5. The Reshop frame shows the new offer and total fare. Click **Continue**.



Reshop Summary:

- Source: USA
- LAX - MCO 23MAR2025: Direct | Departing 08:11P
- MCO - LAX 06APR2025: Direct | Departing 07:11P
- Total: USD 2277.57

LAX - MCO SUNDAY, MARCH 23, 2025

Flight	Class	Time	Direct
LAX 1730	Class S	09:31P LAX → 05:11A MCO	Direct nonstop

MCO - LAX SUNDAY, APRIL 6, 2025

Flight	Class	Time	Direct
MCO 2062	Class V	07:15P MCO → 09:51P LAX	Direct nonstop

Info: If there is no price change, Reshop shows "No Price change on current Order".

4. The **Pricing Summary** grid shows the pricing breakdown. Click **Continue**.

6. If there is an amount due, a Payment form appears. You can either **Book and Hold** or pay for the tickets. If you elect to pay, the **Transactions** frame shows the Status as **Ticketed**.

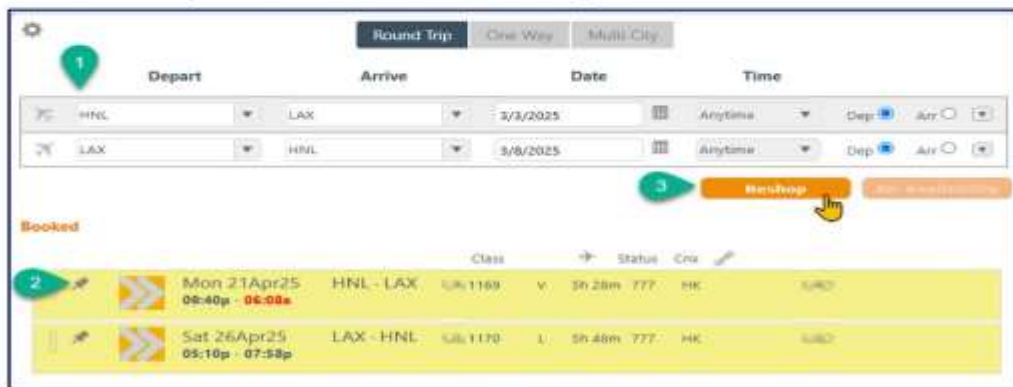
Modify an Order

Reshop

Reshop a flight

You can reshop your current itinerary.

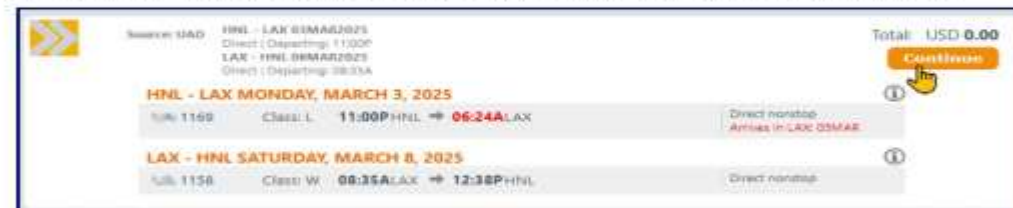
1. Click **Add Air** and enter the flight details
2. Click the **Pin** (📌) icon for each segment to be reshopped.
3. Click **Reshop** and select the desired flight.



The screenshot shows a flight booking interface with a 'Round Trip' tab selected. Below the flight details, there is a 'Booked' section with a table of flights. The first flight is from HNL to LAX on Mon 21 Apr 25, and the second is from LAX to HNL on Sat 26 Apr 25. A 'Reshop' button is visible next to the first flight.

Class	Status	Crew
U/L 1169	V	Sh 28m 777
U/L 1170	L	Sh 48m 777

4. Flight options are returned. Select the desired flight and click **Continue**. The **Total** field shows the amount due (or refunded).



The screenshot shows flight options for HNL - LAX MONDAY, MARCH 3, 2025. The flight is U/L 1169, Class L, 11:00P HNL to 06:24A LAX. The total amount is USD 0.00. A 'Continue' button is visible next to the flight details.

5. The Reshop screen appears and shows the **Pricing** grid. Click **Submit**.
6. On the Workspace, **Transaction** shows the exchanged ticket and the new ticket details.



The screenshot shows a 'Transactions' screen with a table of transactions. The table has columns for Reference, Source, Status, Transaction Date, Ticketing, and Segments. The first transaction is for reference Q162443007332, status Exchanged, and the second is for reference Q16244322933, status Ticketed.

Reference	Source	Status	Transaction Date	Ticketing	Segments
Q162443007332	oneworld Airlines	Exchanged	23DEC24 15:18	TRAVIS KIRBY (ADP)	081169 HNL-LAX 21APR 081170 LAX-HNL 26APR
Q16244322933	oneworld Airlines	Ticketed	31DEC24 08:23	TRAVIS KIRBY (ADP)	081169 HNL-LAX 03MAR 081170 LAX-HNL 08MAR

Delete an Order

Flight segment

Delete a flight segment

You can delete one or more booked flights and keep other flights in your itinerary using the **Pin delete** (✂). This option removes that portion of the itinerary, reissues the tickets, and applies a refund if applicable.

1. Click **Pin delete** to mark the flight for deletion. Click **Delete**.



The screenshot shows the 'Itinerary' tab with a table of booked flights. The second flight segment, LAX to HNL on Sat 08Mar25, is highlighted in yellow. A hand icon is clicking the pin delete icon (✂) in the first column. Below the table are buttons for 'Continue', 'Reschedule', and 'Delete'.

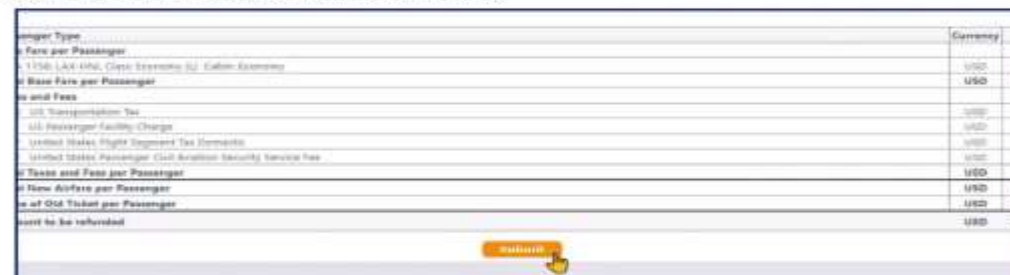
	Booked - Air		Class	Status	Crs	Fare
✂	Mon 03Mar25 11:00p - 06:24a	HNL - LAX	SR 240 777	HE	USD	1
✂	Sat 08Mar25 08:35a - 12:36p	LAX - HNL	SR 240 777	HE	USD	1

2. A confirmation message appears. Click **Continue**.
3. The Reshop screen shows the **Total Refund** field for the amount to be applied to the remaining flight(s), if any. Click **Continue** to reprice the itinerary.



The screenshot shows the 'Reshop' screen. At the top, it says 'Source: LAX - HNL JAN2025 Direct | Departing: 08:35A'. Below this, it shows 'LAX - HNL MONDAY, JANUARY 20, 2025' and 'Class: L 08:35A LAX -> 12:34P HNL'. A 'Total Refund: USD 212.69' is displayed. A 'Continue' button is highlighted with a mouse cursor.

4. On the **Pricing** grid, click **Submit**.



The screenshot shows the 'Pricing' grid with various fare and fee details. A 'Submit' button is highlighted with a mouse cursor.

Segment Type	Currency
1 Fare per Passenger	USD
1150 LAX-HNL, Deep Economy (2) - Cabin Economy	USD
1 Base Fare per Passenger	USD
1 and Fees	USD
1.00 Transportation Tax	USD
1.00 Passenger Facility Charge	USD
1.00 United States Flight Segment Tax (Domestic)	USD
1.00 United States Passenger Civil Aviation Security Service Fee	USD
1 Taxes and Fees per Passenger	USD
1 New Airfare per Passenger	USD
1 of Old Ticket per Passenger	USD
1.00 to be refunded	USD

5. Click **Continue** to accept the offer.
6. You are returned to the Workspace. The deleted flight has been removed from **Itinerary** and **Transactions** shows the status of the documents (based on airline policy and fare rules).


i The suggested practice to delete a flight segment is to use the **Reprice** button to perform a partial delete and then reshop for unticketed flights.

Delete an Order

Entire Order

Cancel an entire Order

Canceling an Order automatically cancels the Order and all associated booking references. The itinerary and any required actions on the documents from the Workspace are removed. Any documents (ticket/EMD) tied to the canceled Order are automatically serviced by a void or refund transaction. A status notification of either "Voided" or "Refunded" appears for each document associated to the Order.

1. Locate the ticketed Order you wish to cancel.
2. Click **Cancel Itinerary** ().
3. The Reshop screen appears and shows the action to be taken and the refund amount. Click **Continue** to remove all flights from your Order.

Cancel

ACTION ON MULTIPLE TICKETS

All flights will be deleted from your order

Total Refund: USD 571.42

Continue

4. The Reshop price grid shows the fare amount plus taxes and fees to be refunded. Click **Continue** to cancel all flights on the Order.

5. On Confirmation, click the toggle to confirm and then click **Continue** (or **Cancel** to abort).

Confirmation Required

 Itinerary of this Reservation will be lost.

☒ Click to confirm

Cancel

Continue

6. You are returned to the Workspace where **Transactions** shows the refunded ticket details.

Transactions					
Tickets					
Reference	Source	Status	Transaction Date	Travelers	Segments
0100000001	United Airlines	Refunded	31DEC24 08:23	TRAVELER01 (M)	0011000000 LAX ORD 001100 LAX ORD

Office Queues

Office Queues overview

Queue folders

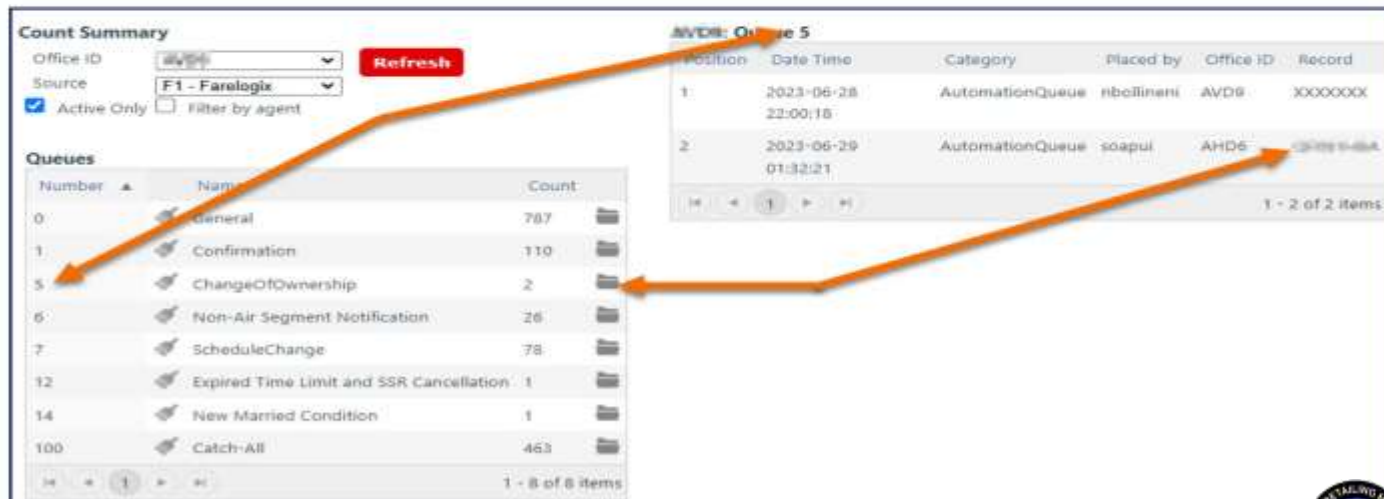
Office Queues are folder repositories containing Orders that are placed either automatically or manually. Each Order is placed in a specific Queue for a defined purpose. Agencies can have access to additional Queues specified for internal agency use.

Office Queues

Count Summary. The Count Summary handles the criteria for the Queues display at the agency level, with controls for **Office ID**, **Source**, and an option to filter by agent.

Queues Grid. Displays the list of Queues currently containing Orders with options to **Clean** or **Open** them, as well as a Navigator that allows moving between pages of Queues if there are more than ten in the list.

Queue <#>. When the **Open** (folder) icon is clicked for a given Queue on the left panel, the list of Orders found on this Queue will display on the right panel. Clicking the **Record** number for a listed item will open the Order in the **Sprk NDC Workspace**.



The screenshot displays the Office Queues interface. On the left, the 'Count Summary' section includes a dropdown for 'Office ID' (set to 'AVD9'), a dropdown for 'Source' (set to 'F1 - Farelogix'), and checkboxes for 'Active Only' (checked) and 'Filter by agent' (unchecked). A red 'Refresh' button is also present. Below this is the 'Queues' grid, which lists various queue categories and their counts. On the right, a detailed view of 'Queue 5' is shown, displaying a table of orders with columns for Position, Date Time, Category, Placed by, Office ID, and Record. Arrows indicate the flow from the 'Queues' grid to the 'Queue 5' view and from a specific record back to the 'Count Summary' section.

Position	Date Time	Category	Placed by	Office ID	Record
1	2023-06-28 22:00:16	AutomationQueue	nbollinari	AVD9	XXXXXXXX
2	2023-06-29 01:32:21	AutomationQueue	soapui	AHDS	XXXXXXXX

Office Queues

Accessing Office Queues

Opening a Queue folder

Office Queues can be accessed from the Reservation screen by clicking the **Office Queues** hyperlink.

1. Click the **Office Queues** link that displays below the Toolbox.
2. The Office Queues screen appears and shows the **Count Summary** and the **Queues** grid. Click a folder to access the associated Orders.

Count Summary

Office ID: Refresh

Source:

☒ Active Only ☐ Filter by agent

Queues

Number	Name	Count
0	General	787
1	Confirmation	110
5	ChangeOfOwnership	2
6	Non-Air Segment Notification	26
7	ScheduleChange	78
12	Expired Time Limit and SSA Cancellation	1
14	New Married Condition	1
100	Catch-All	463

1 of 8 items

Queue 0 (787 of 787)

Queue navigation buttons appear above the Workspace. Use the left and right arrows to advance to the next reservation or go back to the previous reservation. The trashcan icon removes the Order from the Queue. Click the **X** to exit the Queue and continue working on the current reservation.

4. Click a **record locator** in the folder to return to the Workspace and view the reservation details.

Queue 0 (787 of 787)

Record Locator:

Traveler

Type	Title	First Name	Middle Name	Last Name	Date of Birth	PPS
T1	ACT	MICHAEL		ZUMDIECK		04/20/1980

Booked - Air

Class	Status	Cns	Fare
Sat 25Jan25 07:35a - 09:10a	SYD - MEL	445	5

Transactions

Reference	Source	Status	Transaction Date	Travelers	Segments
J00000000000000000000	Global Airways	Ticketed	01JAN25 16:18	MR MICHAEL ZUMDIECK (ACT)	SYD-MEL 07:35-09:10

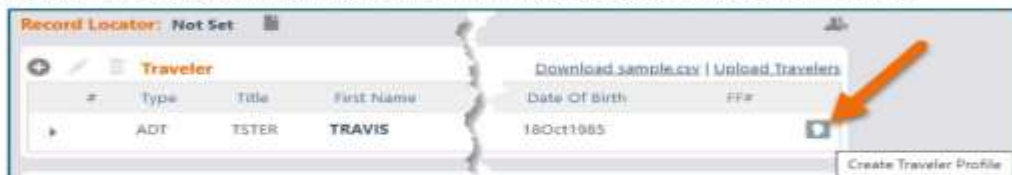
Profile Management

Traveler profiles

Saving a profile

You can create a traveler profile using the data you entered in the **Traveler** frame.

1. Enter the travel details in **Traveler**, then click **Create Profile**.



#	Type	Title	First Name	Date Of Birth	FF#
1	ADT	TSTER	TRAVIS	18Oct1985	

Create Traveler Profile

2. On **Summary**, click **Submit** to save the profile.



Profile Name: JONES/TRAVIS

Traveler Summary

Type	First Name	Middle Name	Last Name	Date Of Birth
ADT	TRAVIS		JONES	1985-10-18

Submit Cancel

4. The profile icon has changed from **Create Profile** to **Open Profile**.



#	Type	Title	First Name	Date Of Birth	FF#
1	ADT	TSTER	TRAVIS	18Oct1985	

Open this Profile

i On **Summary**, in **Profile Name**, you can change the default traveler profile name.

Profile Management

Traveler profiles

Updating a profile

Profiles can be searched and updated as necessary.

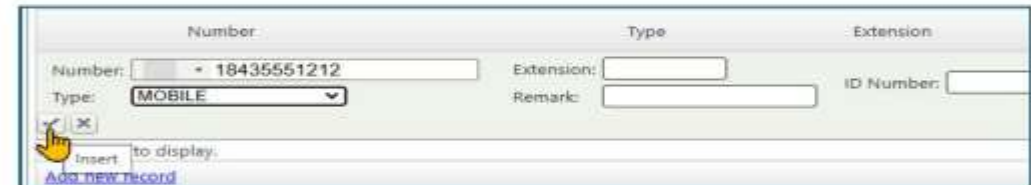
1. Click **Profile Management**, enter your search criteria, and click **Search**.



2. On the **Results** grid, click **Open** for the desired profile.
3. Click the **PNR Elements** tab to add/edit contact details, payment information, etc.



4. Click **Add (+)** and then **Add new record** for the desired element.
5. Click **Insert** (checkmark icon) to save.



6. Repeat for each element you wish to add. When you are done, click **Submit**.
7. To edit or delete existing data for an element, click **Edit** or **Delete**.



Profile Management

Traveler profiles

Creating an Order from a profile

With profiles, you can move traveler information to your bookings automatically.

1. On the Reservation screen, click **Profile**.



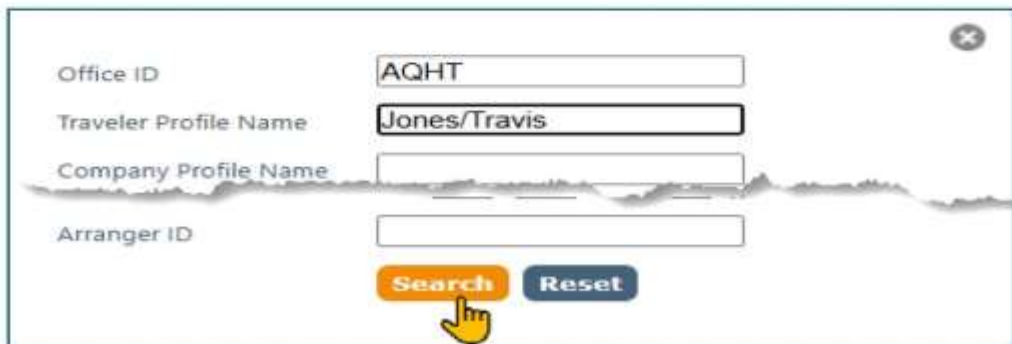
Record Locator: Not Set

Traveler

Download sample.csv | Upload Travelers

Profile

2. On Search, enter the **Traveler Profile Name**. Click **Search**.



Office ID: AQHT

Traveler Profile Name: Jones/Travis

Company Profile Name:

Arranger ID:

Search Reset

3. On the **Results** grid, click the profile you wish to use.



Traveler	Company	Merged	Office
JONES/TRAVIS		N/A	AQHT

1 - 1 of 1 items

4. Click **Add Defaults** and then click close (X).



Add Defaults Back Reset

Type	Last Name	First Name	Title	Remark	Mode
ADT	JONES	TRAVIS	TSTER		Auto

Frequent Flyer Numbers

5. The traveler details now appear in **Traveler**.



Type	Title	First Name	Last Name	Date Of Birth	FFR
ADT	TSTER	TRAVIS	JONES	18Oct1985	

Global Settings

Accessing Settings

Settings overview

You can set and edit Global Settings such as language, time format, default sort settings, user password, and email. You can also set bridging options depending on your user role.

Access

From almost any screen, click **Settings**.



Default view

The NDC Settings screen appears where **User Preference** is set as the default view.



Global Settings

User preferences

Choose Display Language

Click a flag to display the default language.

Choose Display Language

Current - **English (United States)** français (France)

Choose Time Format

Set the time to display in 12- or 24-hour format

Choose Time Format

☒ 12 Hour Time with AM/PM
☐ 24 Hour Time

Current - **12 Hour Time with AM/PM (03:19 PM)**

Sort by

Set or change the air availability sort order by price, by duration, by departure, etc.

Sort by:

Sort by: Default ▼

Current - **Default**

User Password / Email

Update your user password and email preferences.

User Password / Email

Current Password

New Password

Confirm Password

PCC Bridging

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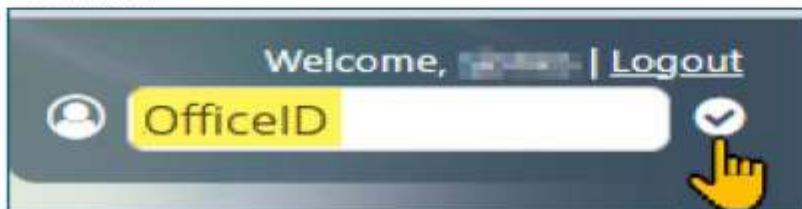
PCC emulation/office simulation

PCC bridging allows an agent to simulate an office, emulate a PCC, and work with Orders created under that Office ID (PCC) or Agency ID (IATA number)

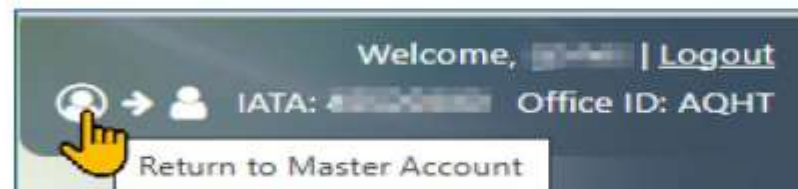
1. Sign into **Sprk NDC** using the PCC Home credentials.
2. Click **Simulate Office**.




3. Enter the Office ID associated to the PCC you want to emulate. Click **Submit**.



4. The bridged PCCs simulated office environment appears. View or update the record(s) as necessary.
5. When you are done, click **Return to Master Account**.



6. Click **Continue** to confirm the message.
7. You are returned to the Master Account.

 Only PCCs within the same airline organization are allowed to bridge.



Thank you