



15 February 2022

## Important: Update your Account BSP Payments Contacts

Dear IATA Customer Portal Administrator,

Following our communication on the 10 January 2022, we would like to remind you that we are reaching out to you to make sure that your company's IATA Customer Portal "BSP/CASS Payment contacts" and Administrator users are up to date.

We send all our important Billing and Settlement Plan (BSP) payment related emails to the IATA Customer Portal Administrator users and the users that the Administrator(s) has/have labeled as "BSP/CASS Payment Contact".

### What should I do?

- We kindly ask you to review the users registered under your company in the [IATA Customer Portal](#) by **15 March 2022**.
- Please make sure that the ones labeled as "Administrator" or "BSP/CASS Payment contact" are the ones who should receive any important messages from IATA regarding your BSP Payments.
  - Note that even if the contact has access to BSPlink or CASSlink services through the IATA Customer Portal, they should additionally be marked as "BSP/CASS Payment contact" to ensure they receive these communications by **15 March 2022**.
- You can refer to this [short guide](#) for step-by-step instructions on how to complete this task.

It is critical that you act on updating your accounts BSP/CASS Payments contacts before **15 March** to avoid missing all critical updates related to your BSP & CASS Payments.

In case you have any further questions do not hesitate to get in touch with us.

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