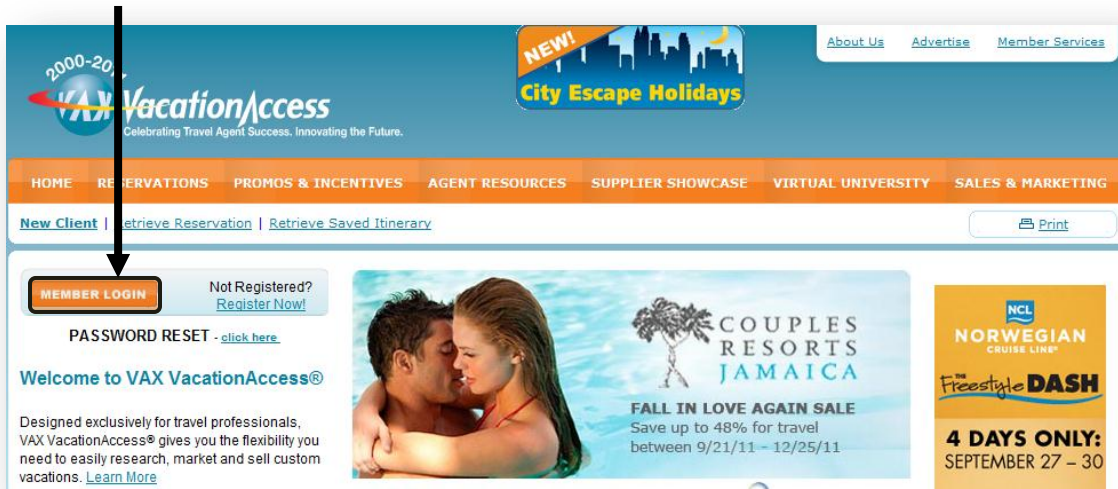


# Logging into VAX VacationAccess

To access all of the valuable information available on VAX VacationAccess, you must login. This section includes information about logging in and managing your password.

**Step 1:** To login, select the Member Login button at the top of the VAX VacationAccess homepage.



VAX VacationAccess Homepage

**Step 2:** On the Login page enter your Agency Number, User Name and Password then click on the Login button. Passwords must be 8 or more alpha/numeric characters and are case sensitive.



Login Screen

## Quick Reference Guide

**Note:** For security purposes, if after 6 unsuccessful attempts to login occur without success, you will be locked out and you must contact your site manager for a password reset. In addition, users will be automatically logged out of VAX VacationAccess if they have been idle on the site for 2 hours or more. **Any incomplete work will NOT be saved.** These features limit unwanted access to your booking engine.

## Logging out of VAX VacationAccess

When you are finished with your session, it is recommended that you logout to prevent access to your information. If you do not logout before you leave the site, your session will remain active until the 2 hour session time out limit has been reached.

To logout from the **booking engine**, select the *Log Out* link at the top of the page.

