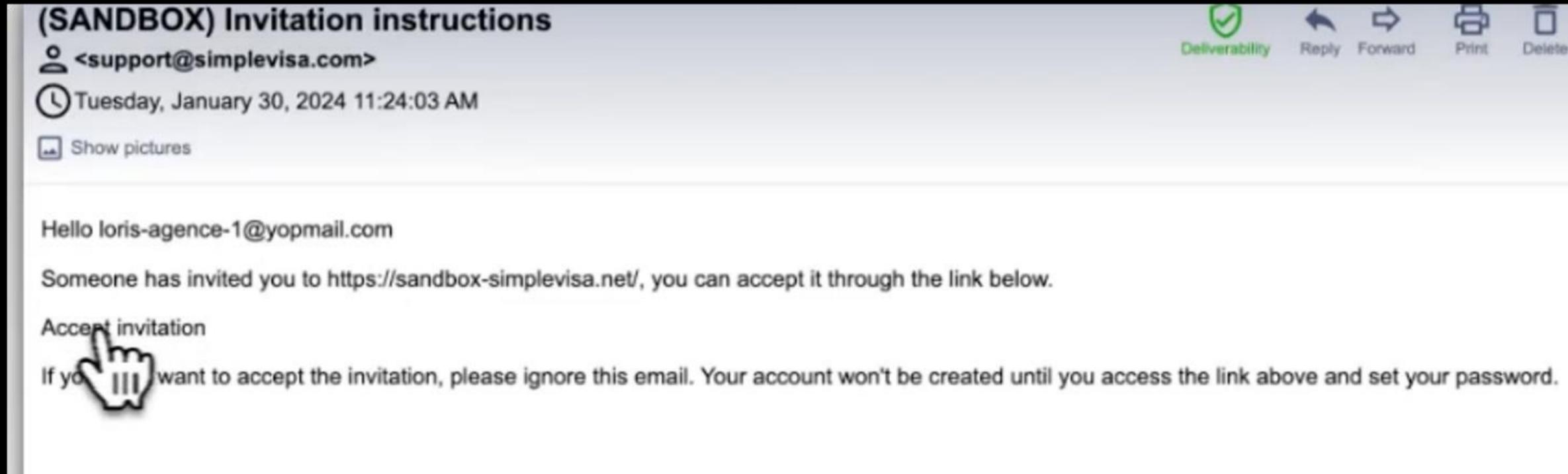
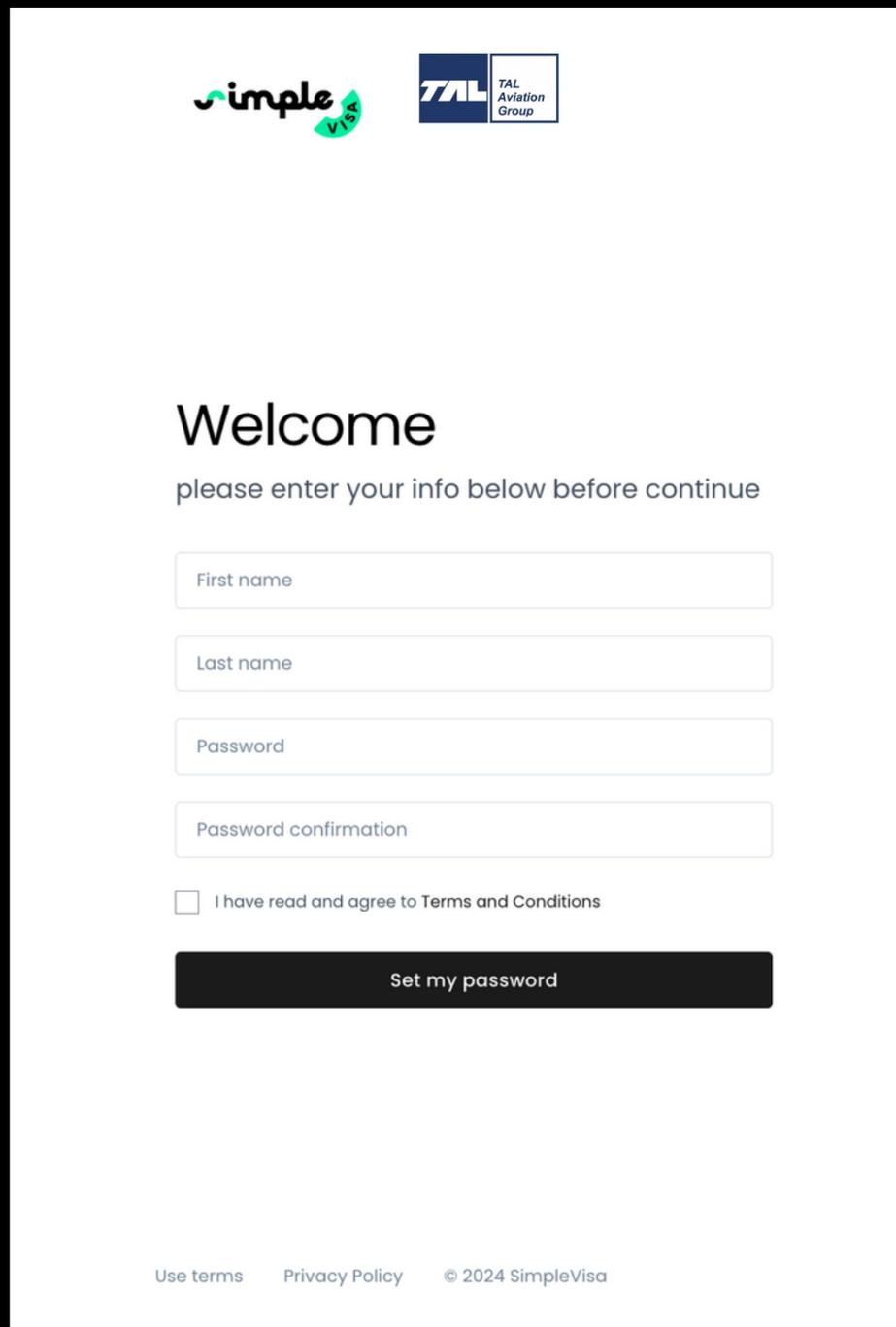




Onboarding with SimpleVisa



Your country manager will send you an invitation for your agency.
You will receive an email similar to this.
Click "Accept invitation" to continue.



The screenshot shows a registration page for Simple Visa. At the top left, there are logos for 'simple' and 'TAL Aviation Group'. The main heading is 'Welcome', followed by the instruction 'please enter your info below before continue'. There are four input fields: 'First name', 'Last name', 'Password', and 'Password confirmation'. Below these fields is a checkbox labeled 'I have read and agree to Terms and Conditions'. A dark button labeled 'Set my password' is positioned below the checkbox. At the bottom of the page, there are links for 'Use terms', 'Privacy Policy', and a copyright notice '© 2024 SimpleVisa'.

Once you have accepted the invitation, you will be taken to the SimpleVisa website to complete your profile.

Enter your first and last name and choose a password.

Orders

Customers

Viewing test data. [Switch to Live data](#)

TAL Aviation Group

TAL Agency 3 orders

[Import order](#) [New order](#)

Traveller name

Traveller email

Reference

Description

[Search](#) [Reset](#)

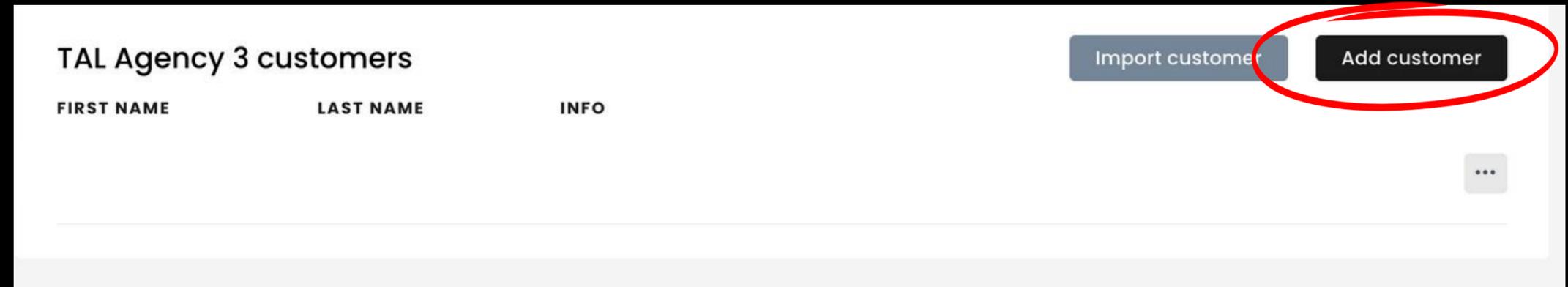
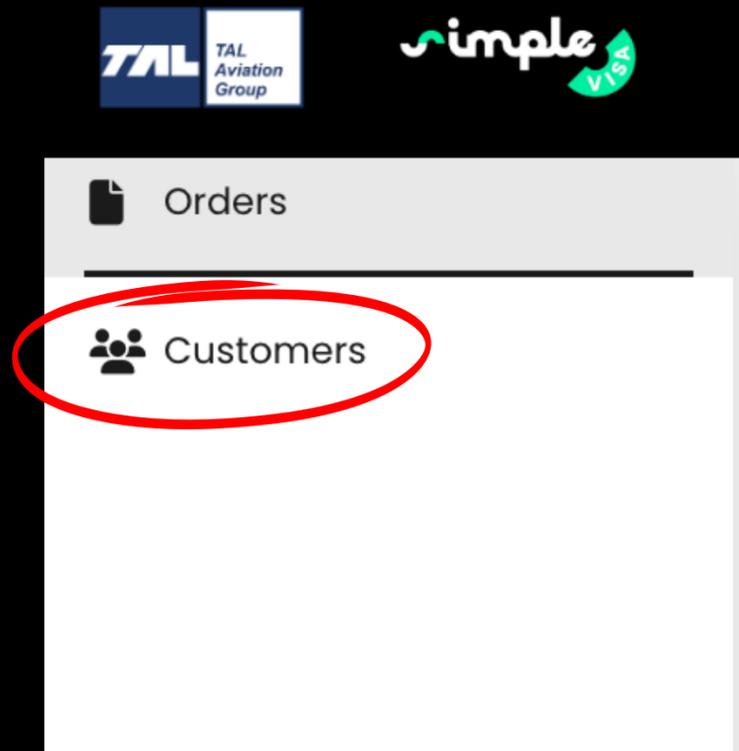
ID ↑ ↓	CREATED AT ↑ ↓	CUSTOMER	REFERENCE ↑ ↓	SITE
No result				

[Return to live data](#) [Use terms](#) [Privacy Policy](#) © 2024 SimpleVisa [EN ↕](#)

Once that's done, you'll have access to your dashboard.

From this dashboard you can add customers, create orders and fill in forms for your travellers.

HOW TO CREATE A CUSTOMER



A customer is the person who will pay for the whole order (ex: a family of 4 people, you only create 1 customer for the whole family).

Click on "Customers" in the menu on the left. You will be taken to the list of your customers.

In the right-hand corner, click on the blue "Add a customer" button.



Create Customer ← Back to new order

First name *

Last name *

Email *

Locale *

Create Cancel

Enter the details of the person who will be paying.

Double check the email with them as they will receive their visa information on it.

Again, only one email for the whole order.

TAL Agency 3 customers

Import customer Add customer

FIRST NAME	LAST NAME	INFO	
Traveller first	Traveller last	testtravel@test.com uuid: f6b7a3bb-70d1-4996-9022-32bbb25cbcca	...

Once you have created the customer, they will appear in your list.



HOW TO CREATE AN ORDER

TAL Agency 3 orders

Import order **New order**

Traveller name

Traveller email

Reference

Description

Search Reset

TAL Aviation Group simple VISA

Orders

Customers

Go to your "Orders" section.
Click on 'New order'.

New Order

CUSTOMER 1

Traveller first Traveller last (testtravel@test.com) ▼

TO
Traveller first Traveller last
 testtravel@test.com

FROM

Organization	TAL Turkey
Site	TAL Agency 3
Subdomain	testysee

YOUR REFERENCE

123 2

YOUR DESCRIPTION

123 3

+Add Visa

PROGRAM NAME	PASSPORT COUNTRY	DESTINATION	GOVERNMENT FEE	SERVICE FEE	SUBTOTAL	PAY WITH
<div style="display: flex; justify-content: space-between; align-items: center;"> Cancel Place order </div>						

The new order page will appear.

- Select the customer for whom you wish to create the order.
- Enter the reference and the description associated with your system (Tal reference?).
- Click on the green button "Add visa".

Programs Picker
✕

Passport Country

TUR
✕
▾

Destination

TZA
✕
▾

Name	Qty
TZA tourism eVisa for TUR citizens	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center; justify-content: center;"> - 0 + </div>
TZA transit eVisa for TUR citizens	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center; justify-content: center;"> - 0 + </div>
TZA business eVisa for TUR citizens	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center; justify-content: center;"> - 0 + </div>

Cancel

Add to order

A pop-up page will appear.

Select the nationality of your travellers. (If you have a group of travellers of different nationalities, create each order separately, as you can't select more than one nationality at a time).

Select the destination of your travellers.

The different visa options will appear. Add as many as required for your travellers (once per person, only if they are of the same nationality).

Be careful and select the right visa programme according to the needs of your travellers (Transit Visa, Tourist Visa, Business Visa).

If you don't choose the right programme, the travellers could be denied boarding.

Click "Add to order".

If your group has different nationalities, repeat the same steps with the nationality of the other travellers.

Do the same if your travellers need visas for 2 different destinations (e.g. transit in Canada, final destination USA). Repeat the same steps with the second destination.

New Order

CUSTOMER
 Traveller first Traveller last (testtravel@test.com)

TO
 Traveller first Traveller last
 testtravel@test.com

YOUR REFERENCE

FROM

Organization	TAL Turkey
Site	TAL Agency 3
Subdomain	testysee

YOUR DESCRIPTION

PROGRAM NAME	PASSPORT COUNTRY	DESTINATION	GOVERNMENT FEE	SERVICE FEE	SUBTOTAL	PAY WITH	
TZA tourism eVisa for TUR citizens tza_tourism_evisa_tur +Set Passenger Profile +Set Flight Information	TUR	TZA	47 EUR	29 EUR	76 EUR	USD Card	<input type="button" value="-"/>
TZA tourism eVisa for TUR citizens tza_tourism_evisa_tur +Set Passenger Profile +Set Flight Information	TUR	TZA	47 EUR	29 EUR	76 EUR	USD Card	<input type="button" value="-"/>

Total: 152 EUR

You will now see each application for your travellers.

Click Set Profile and enter the traveller information (first name, last name, nationality (pre-selected), date of birth).

Click on Set Flight Information and enter the flight information according to the selected program (if travellers have multiple flights, be careful and enter the flight information according to the destination)

Example: FRA – CAN – USA

- Flight to Canada, transit visa for Canada: enter the flight details for the flight from France to Canada.
- Flight to Usa, tourist visa for USA: enter the flight details from Canada to USA.

Set Passenger Profile ✕

First Name

Last Name

Citizenship

Date of birth
 🗓

Set Flight Information ✕

Departure date
 🗓

Departure port

Arrival date
 🗓

Arrival port

Flight number

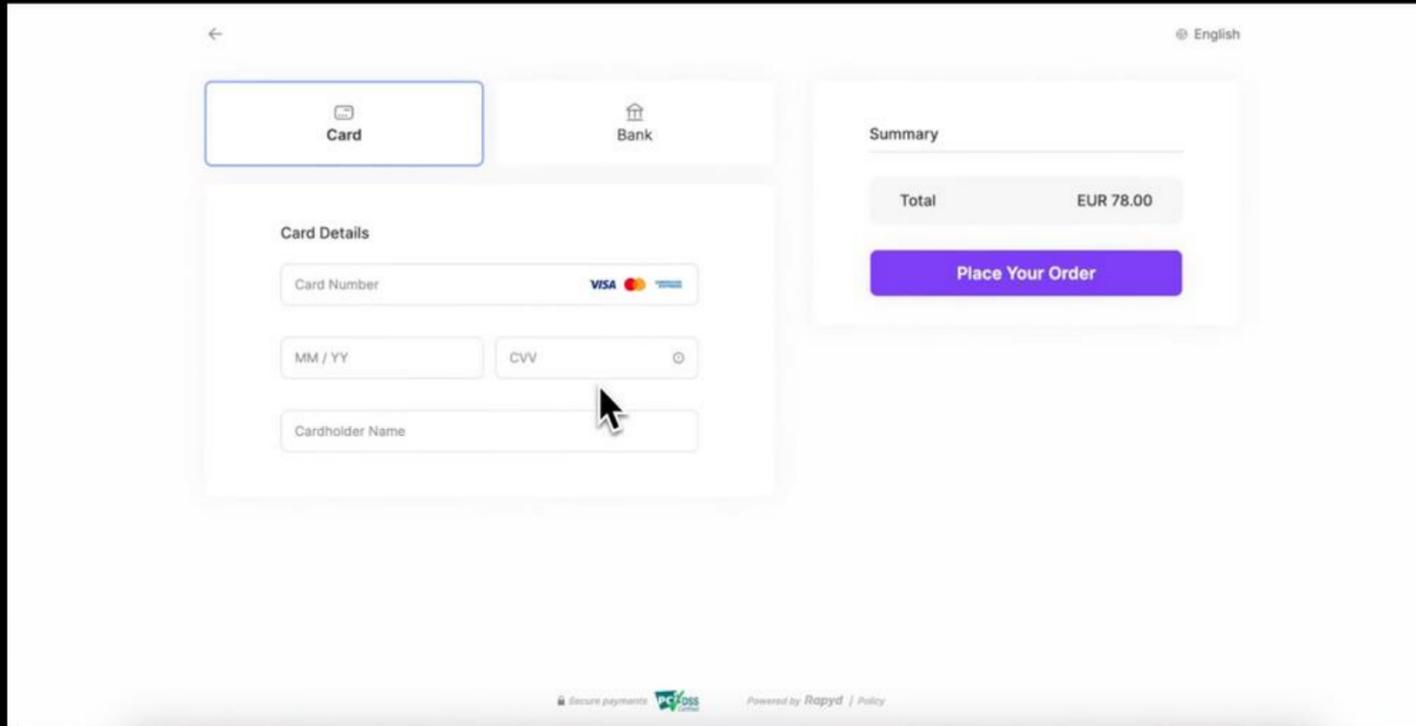
Cancel
Save

Once you have done this for one traveller, you will have the option of copying the information for the other traveller on the booking.

When you copy the information, be careful that the information is correct for the correct person (first name, date of birth).

Once each traveller is ready, click on "Place the order".

You won't be able to change the visa programme later on, so double check before submitting the order.

A screenshot of a mobile payment interface. At the top left is a back arrow and "English" at the top right. Below are two tabs: "Card" (selected) and "Bank". The "Card" tab contains a "Card Details" section with three input fields: "Card Number" (with a Visa logo), "MM / YY" (month/year), and "CVV" (with a CVV icon). Below these is a "Cardholder Name" field. To the right is a "Summary" section showing "Total EUR 78.00" and a purple "Place Your Order" button. At the bottom, there are logos for "secure payments" and "PCI DSS", and text "Powered by Rapyd | Policy".

Enter your card details and process the payment.

Once you have paid, the order is placed and SimpleVisa receives the order.



COMPLETE THE FORM AND SUBMIT IT

simple EN | £ GBP JD

My visas
Secure Inbox
Discounts

Applicant Information

ENTER APPLICANT INFORMATION

The following information is required of every non-immigrant visitor not in possession of a visitor's visa who is a national of one of the countries ^[1] listed in [8 CFR 217.2](#). Please enter all information requested. Each member of your traveling party must complete a separate application.

Please provide all responses in English.
Required fields are indicated by a red asterisk *.

APPLICANT / PASSPORT INFORMATION

Refer to your **passport** and enter all information in the same format.

First (Given) Name [?] *

Last (Family) Name [?] *

Gender [?] *

Date of Birth [?]

Month *	Day *	Year *
<input type="text" value="August"/>	<input type="text" value="16"/>	<input type="text" value="1979"/>

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TRAVELLERS FILLS IN THEIR OWN FORM

If the traveller wants to do it themselves, they will receive an email with a link to log in to their dashboard and complete the forms themselves.

ON BEHALF OF YOUR TRAVELLERS

Once the order has been paid for, you can fill in the form on behalf of the traveller.

To do this, click on "connect as applicant" next to the order.

Be aware that you will need some specific information that may not be in your documents. Each visa has its own specific form, so you may need different information depending on your destination.

If you decide to complete the form on behalf of your travellers, you can always save your progress and return to it later.

- Once the forms have been completed and submitted, SimpleVisa will process and submit them to the appropriate government.

If you or the passenger realise that you have made a mistake when completing the form, please let us know as soon as possible.

Once the forms have been submitted to the government, governments do not allow changes, hence any change will require a new application and new fees.