

## ATPCO

# Getting started in the Routehappy Hub

The Routehappy Hub is where you manage and access merchandising content—images, videos, Virtual Tours, and more—that enhances the flight shopping experience across direct and indirect channels.

Both airlines and sales channels use the Hub. Airlines manage and publish content, while channels use it to view visuals and access merchandising metrics. This quick guide takes you through how to access and start using the Hub.

## What is an authorizer?

An Authorizer is someone from your company who has the authority to submit ATPCO requests for managing data, user IDs, and other Authorizers.

## If you know who your Authorizer is or you are the Authorizer

1. Contact your company's Authorizer to complete the steps below:
  - a. Go to [ATPCO Support](#)
  - b. Under **Authorizer/Delegate Management**, select **User ID**
  - c. Click the **Open User ID PDF form** hyperlink
  - d. Complete the form, selecting **Routehappy** and listing the users to be granted access
  - e. Click **Submit**
  - f. ATPCO will respond with log in credentials and instructions

## If you do not know who your authorizer is

1. Go to [Create Routehappy Hub account](#)
2. Fill out and submit the form
3. ATPCO will coordinate with your company's authorizer to approve your request
4. Await an email from ATPCO with your log in credentials and instructions

## Log in and start uploading content

Once logged into the [Routehappy Hub](#), airlines can begin building merchandising content, and sales channels can access and review that content.

**Need training?** The [Routehappy Training Library](#) has step-by-step videos and best practices.

**Need help?** Please reach out to [ATPCO Support](#) for related inquiries.