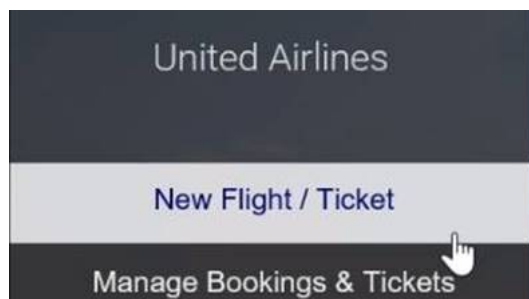


New Booking Procedures for Offline Jumpseat listing on airlines using MyIDtravel.

Due to security concerns and significant fraudulent activity by unauthorized users, MyIDtravel is instituting new booking protocols. Instead of using the generic login as in the past, this new process is keyed to your employee profile and is protected by requiring you to log in through the UAL portal of MyIDtravel which is behind the Flyingtogether firewall. Currently both the old and new methods of listing for offline Jumpseat will be allowed during the transition period, but in January 15, 2022, the generic login will cease to work and the new process will be the only one available for booking on those airlines using MyIDtravel.

This is an outline of the process to follow to list for Jumpseat (commuter) travel. ACTIVE pilots will see the pilot commuter option. All other employees or employee statuses will NOT have the ability to list for pilot commuter travel.

1. Go to the myIDTravel purchase website at <https://myidtravel.ual.com>.
2. Log into the site using your Flying Together credentials.
3. If you are eligible you will see a Terms and Conditions window. Accept the terms.
4. On the options menu (full web version), select the “New Flight / Ticket option.



5. Select ONLY yourself as the traveler, and then continue.
6. You will be taken to the Find Flights page. Select the airline desired, followed by selecting the drop-down menu in the “Travel

Status” box. Select the “Pilot Commuting Listing” option. Note that the R2 Standby option is used when booking ZED travel on other airlines. Don’t select this if you desire a Jumpseat listing as this will incur a charge.

Find flights

One Way Return Multiple Legs

Airline
American Airlines

Travel Status
R2 Standby
R2 Standby
Bookable
Flight Attendant Commuting Listing
Class
Economy

From
Origin

Departure
Date
dd.MM.yyyy
Time
00:00

7. Complete the rest of the fields. For commuter travel, only use the default “Economy” Class selection. Choosing a different class will result in no flights being displayed. Also, if you select an airline that doesn’t allow commuter travel, select a date that the carrier doesn’t operate that route, select cities to which the carrier doesn’t fly, select more than just you as travelers, or attempt to book more than 7 days in advance, myIDTravel will return the following nondescript generic error. You will need to go back and check the information that is selected/entered in order to continue.

Outbound flight

Switch to compact view

DALLAS DALLAS/FORT WORTH INTL APT (DFW) - HOUSTON GEORGE BUSH INTERCONT. (IAH)
10.12.2021 | Flight Attendant Commuting Listing | Economy

☒ Selectable flights only. Please untick this box if you wish to see other flights in this market, including those that you may not be eligible to book.

! No eligible flight for selected route, compartment and passenger type available. You can untick the select box 'Selectable Flight Only' if you want to show flights on this route that you are not allowed to book. Alternatively, please return to the previous step and select the desired airline in the 'Airline' dropdown to request the flight schedule directly from the airline's reservation system.

8. If the flight search is successful, available flights will be displayed. Select the flight on which you wish to list.

Outbound flight Switch to compact view

DALLAS DALLAS/FORT WORTH INTL APT (DFW) - HOUSTON GEORGE BUSH INTERCONT. (IAH)
10.12.2021 | Flight Attendant Commuting Listing | Economy

☒ Selectable flights only. Please untick this box if you wish to see other flights in this market, including those that you may not be eligible to book.

American Airlines	AA5760 ⓘ			
07:00	DFW DALLAS DALLAS/FORT WORTH INTL APT	1h 14m	0 Stops	😊
08:14	IAH HOUSTON GEORGE BUSH INTERCONT.			
Show details		Select		

American Airlines	AA2420			
08:30	DFW DALLAS DALLAS/FORT WORTH INTL APT	1h 9m	0 Stops	😊
09:39	IAH HOUSTON GEORGE BUSH INTERCONT.			

9. Once the flight has been selected, you will see a review of the selected flight. If this is the correct flight, select the Continue button.

Outbound flight Switch to compact view


DALLAS DALLAS/FORT WORTH INTL APT (DFW) - HOUSTON GEORGE BUSH INTERCONT. (IAH)
10.12.2021 | Flight Attendant Commuting Listing | Economy ✓

American Airlines	AA5760 ⓘ			
07:00	DFW DALLAS DALLAS/FORT WORTH INTL APT	1h 14m	0 Stops	😊
08:14	IAH HOUSTON GEORGE BUSH INTERCONT.			
Show details		Change flight		

Back Continue

10. The carrier may ask for a Document type, a Known Traveler Number or a Redress Number, none either or both may be completed. Enter your date of birth. Please note that since this is a European system, the date of birth is day/month/year format, not

month/day/year. After completing the appropriate information, select the “Continue” button.



K [redacted] g

skip this section ☐


Document Type ^

Known Traveller Number

Redress Number

Date of birth
(dd.MM.yyyy)
dd.MM.yyyy

Back Continue



K [redacted] g

skip this section ☐

Document Type v

Known Traveller Number

Document number
9 [redacted] 4

K [redacted] g

Date of birth
(dd.MM.yyyy)
03.03.1976

Back Continue

11. Complete the remainder of the booking steps normally. Upon completion of the booking, you will see a confirmation page. Please note the confirmation code and verify type of travel booked (circled).

The screenshot shows a successful booking confirmation page for American Airlines. At the top, a green banner with a checkmark states: "Your booking/listing has been completed successfully." Below this, the "Booking Reference:" is displayed as "ABOPIQ", which is circled in red. A thank-you message follows, accompanied by instructions: "Should your plans change, please ensure you modify or cancel this listing by accessing the myIDTravel tool. Do not call American directly." It also advises having the ticket and reservation code and reviewing the conditions at www.flyzed.info/aa. The "Your flights" section shows a flight from DFW DALLAS DALLAS/FORT WORTH INTL APT to IAH HOUSTON GEORGE BUSH INTERCONT. on 10.12.2021, operated by American Airlines (AA5760). The flight type is "Economy / Flight Attendant Commuting Listing", also circled in red. The departure time is 07:00, and the arrival time is 08:14. The status is "LISTED".

✓ Your booking/listing has been completed successfully.

Booking Reference: ABOPIQ

Thank you for listing with American Airlines. Please note the following:

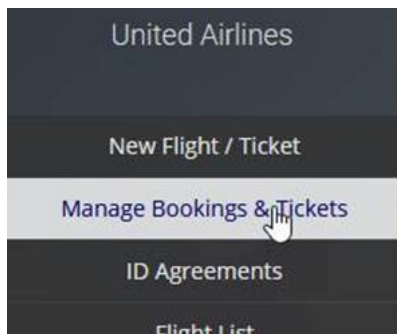
- Should your plans change, please ensure you modify or cancel this listing by accessing the myIDTravel tool. Do not call American directly.
- Be sure you have your ticket and reservation booking code with you at all times during your travels with AA
- Be sure you review American's conditions for travel as outlined at www.flyzed.info/aa

Your flights

DFW DALLAS DALLAS/FORT WORTH INTL APT – IAH HOUSTON GEORGE BUSH INTERCONT. 10.12.2021

American Airlines	AA5760 ⓘ	Economy / Flight Attendant Commuting Listing
07:00	DFW DALLAS DALLAS/FORT WORTH INTL APT	0 Stop
08:14	IAH HOUSTON GEORGE BUSH INTERCONT.	LISTED

You will also receive an email confirmation at the address provided in the booking. If you need to change or cancel your booking, you may log into the site the same way as above, and select the “Manage Bookings & Tickets” option from the menu. This will display another window where you may retrieve the booking by ticket number or confirmation code.



Retrieval

Tickets

PNR

Ticket number

123-1234567890

Add +

We hope this introduction to the new booking procedures for offline Jumpseats for airlines using MyIDtravel is useful. Please try to use the new procedures now and make sure you are comfortable with them during the transition period. Until Jan 15, the current procedures will be available concurrently in case there are issues with this rollout. That is the backup to ensure you can book your Jumpseat listing.