



myIDtravel Quick Guide: Jumpseat Listings

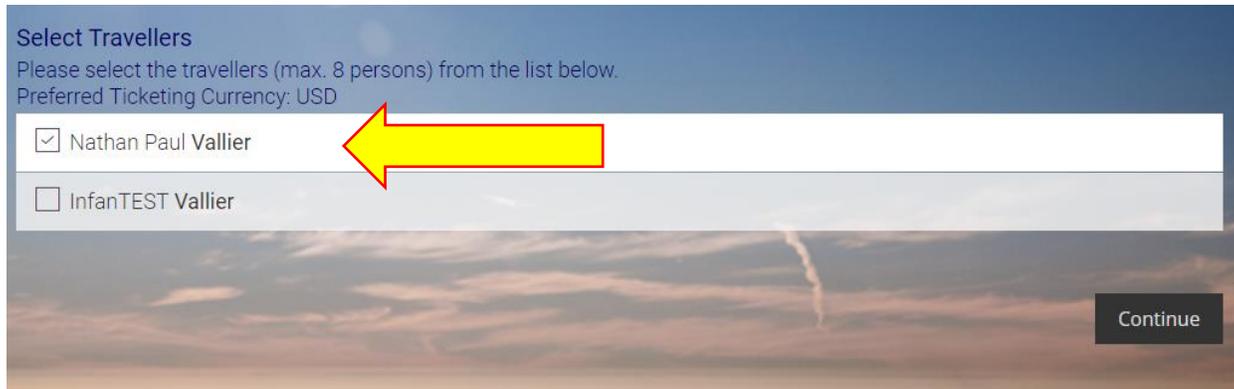
December 3, 2017

Introduction

As airlines & technology evolve, some are requiring that jumpseat listings be completed thru the myIDtravel portal. Jumpseat listings are available to qualified cockpit crew, cabin crew, and dispatchers depending on the agreements in place. Airlines that allow for jumpseat listings via myIDtravel can be found under "ID Agreements" and will have a separate column for cockpit and cabin crews. Dispatchers will fall under cockpit crews. This system is not tied to CASS, so please ensure you are eligible to jumpseat as each airline may have different requirements.

Listing

Upon logging into myIDtravel using your credentials, qualified crew members will select their name from the list and click CONTINUE. Note: You can NOT list eligibles as jumpseat, they must book separately if they wish to non-rev on the same flight as the jumpseat listing.

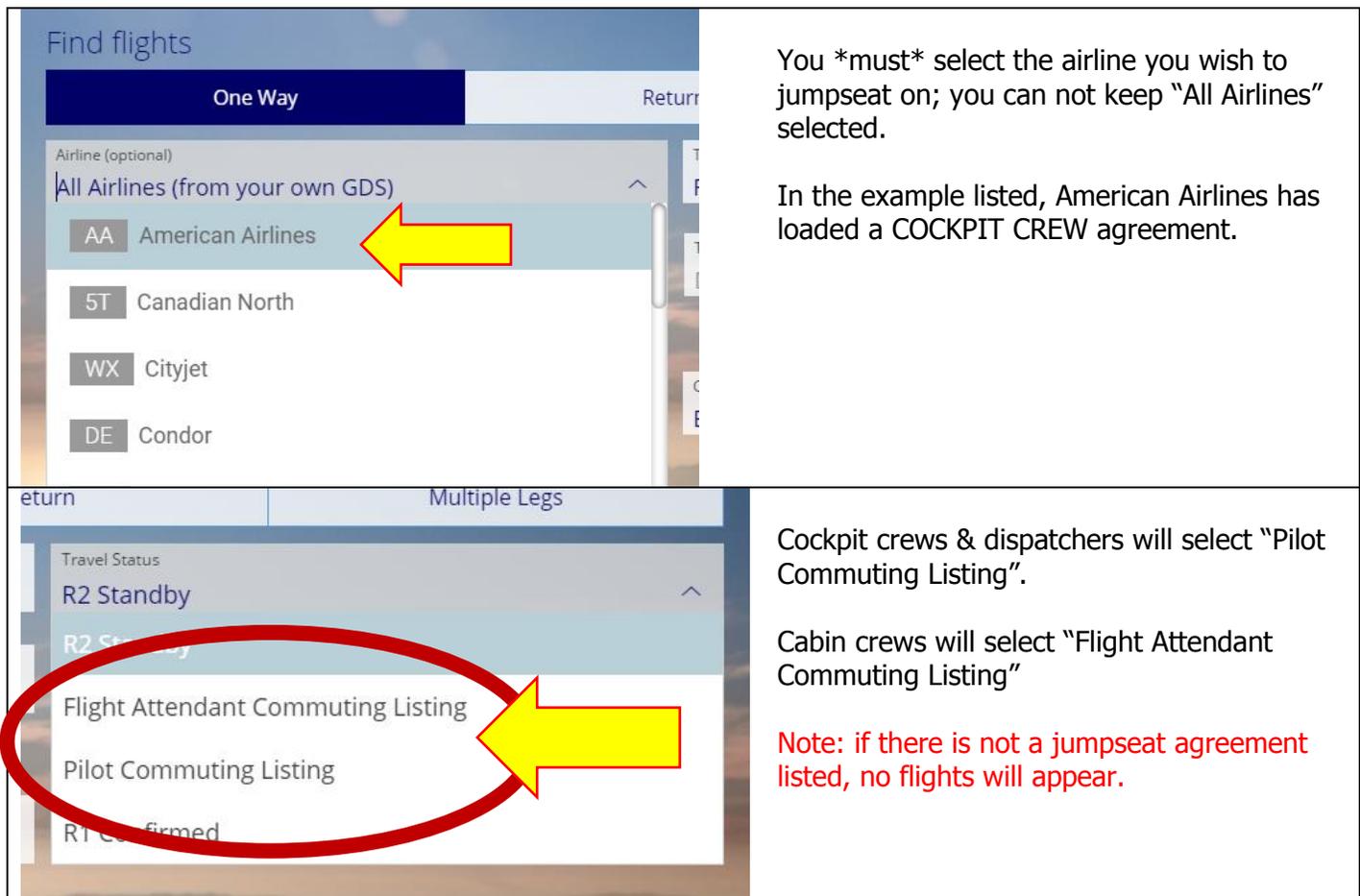


Select Travellers
Please select the travellers (max. 8 persons) from the list below.
Preferred Ticketing Currency: USD

Nathan Paul Vallier

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Continue



Find flights

One Way

Return

Airline (optional)

All Airlines (from your own GDS)

AA American Airlines

5T Canadian North

WX Cityjet

DE Condor

Return

Multiple Legs

Travel Status

R2 Standby

R2 Standby

Flight Attendant Commuting Listing

Pilot Commuting Listing

R1 Confirmed

You ***must*** select the airline you wish to jumpseat on; you can not keep "All Airlines" selected.

In the example listed, American Airlines has loaded a COCKPIT CREW agreement.

Cockpit crews & dispatchers will select "Pilot Commuting Listing".

Cabin crews will select "Flight Attendant Commuting Listing"

Note: if there is not a jumpseat agreement listed, no flights will appear.

Keep the flight cabin as 'economy' and continue with your listing.

Proceed with listing as you would as a leisure traveler, and select the flight you wish to jumpseat.

Outbound flight

PORTLAND (PDX) - DALLAS/FORT WORTH INTL APT (DFW)
09 Feb 2017

Selectable Flights Only. Please untick the select box in case you want to see flights on these route(s) that you are not eligible to book

American Airlines	AA1500				
13:45	PDX PORTLAND	3h 42m	0 Stops		
19:27	DFW DALLAS/FORT WORTH INTL APT				
Show details		Select			

American Airlines	AA1525				
12:09	PDX PORTLAND	3h 41m	0 Stops		
17:50	DFW DALLAS/FORT WORTH INTL APT				
Show details		Select			

If the airline allows jumpseating on international flights, you will be required to pay taxes.

Make sure that the final booking screen shows "Pilot Commuting Listing" or "Flight Attendant Commuting Listing"

Your flights

PDX PORTLAND – DFW DALLAS/FORT WORTH INTL APT 09 Feb 2017

American Airlines	AA1500			Economy / Pilot Commuting Listing	
13:45	PDX PORTLAND	3h 42m	0 Stop		
19:27	DFW DALLAS/FORT WORTH INTL APT				LISTABLE

Should you get an error message, log out & log back in; if it has not resolved the error please wait an hour or two and try again. Also verify eligibility by clicking on "ID Agreements" and review the agreement with the airline you have selected.

When listing as a JUMPSEAT / commuter, you may NOT consume alcohol and you MUST be in full uniform or in business-attire. You are acting as an ACM (Additional Crew Member) when using this feature.

Please do NOT use 4Nstaff generic login! This login will cease to exist in December 2017!