



**myIDtravel Quick Guide:
Jumpseat Listings**

February 5, 2018

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 and FAA licensed 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 crew, as shown below. *R2 Standby is for LEISURE travel – ZED agreements!* FAA licensed 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. Jumpseat listings do not guarantee access to the cockpit or a cabin seat. Please note that only a SELECT FEW AIRLINES allow for jumpseat listings in myIDTravel.

In order to use myIDTravel and Jumpseat (Pilot Commuter Listing), you must have submitted an Employee Travel Profile and completed the myIDTravel & Travel Policy Training.

Conditions and Booking Classes	Pilot Commuting Listing	R2 Standby
Advanced Booking Period	90	90
Waitlist allowed	No	No
Travel compartment Booking Class	Y	Y
	Y	Y
Employee, retiree, legal spouse, children 12-23 years	RECIP PILOTS	ZL
children 2-11 years		CL
Spouse (includes legal and common-law)		ZL
Common-law spouse (includes same-sex and opposite sex)		ZL
Common-law spouse, registered, opposite sex		ZL
Common-law spouse, registered, same sex		ZL
Parents of employee/retiree		ZL
Travel partner/companion (child) of employee/retiree		ZL
Travel partner/companion of		

You must first see if the "PILOT COMMUNITING LISTING" contract is loaded in myIDTravel. You can view this by logging in, and selecting "ID Agreements", then the airline from the drop down list. If an agreement is loaded and useable in myIDTravel, "Pilot Commuting Listing" will appear towards the middle of the ID Agreement. Only the employee who is a PILOT may list for jumpseat, despite the column outlining "employee, retiree, legal spouse, children 12-23 years". This is a myID system limitation. ONLY the FAA licensed pilot WITH credentials may use and list for jumpseat.

Listing

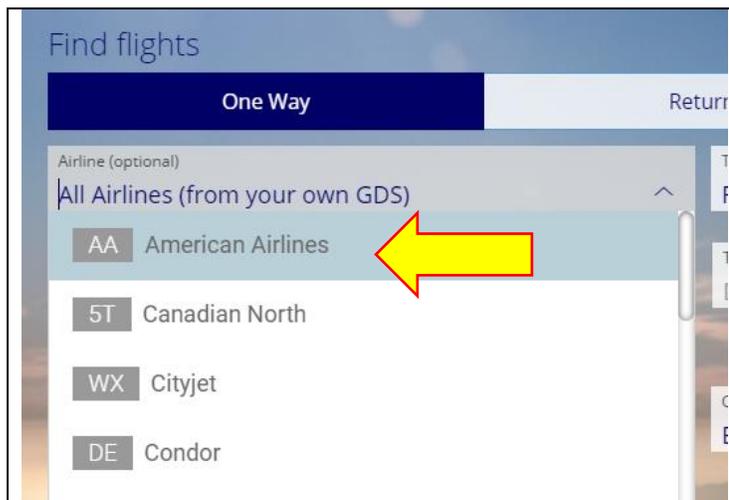
Upon logging into myIDtravel, qualified crew members will select their name from the list and hit CONTINUE. Note: You can NOT list eligibles as jumpseat, they must book separately if they wish to non-rev on the same flight as the jumpseat listing. American Airlines is used as a sample (**American has NOT yet approved Southern for a jumpseat agreement**).

Select Travellers

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

<input checked="" type="checkbox"/>	Nathan Paul Vallier
<input type="checkbox"/>	InfanTEST Vallier

Continue



Find flights

One Way

Return

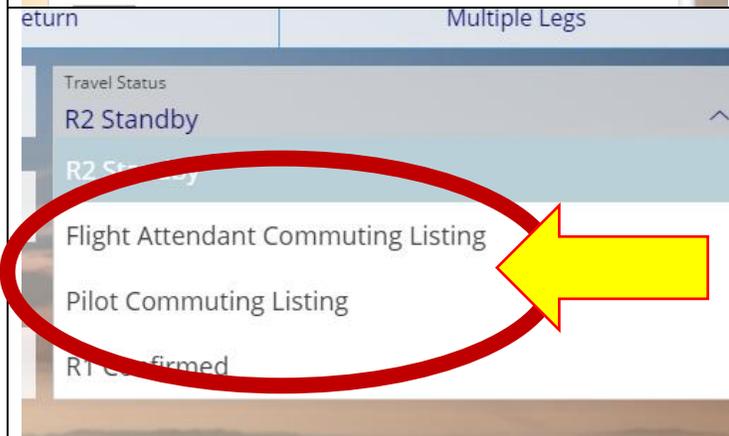
Airline (optional)

All Airlines (from your own GDS)

- AA American Airlines
- 5T Canadian North
- WX Cityjet
- DE Condor

You ***must*** select the airline you wish to jumpseat on

In the example listed, American Airlines has loaded a COCKPIT CREW agreement for this particular airline.



Return

Multiple Legs

Travel Status

R2 Standby

R2 Standby

Flight Attendant Commuting Listing

Pilot Commuting Listing

R1 Confirmed

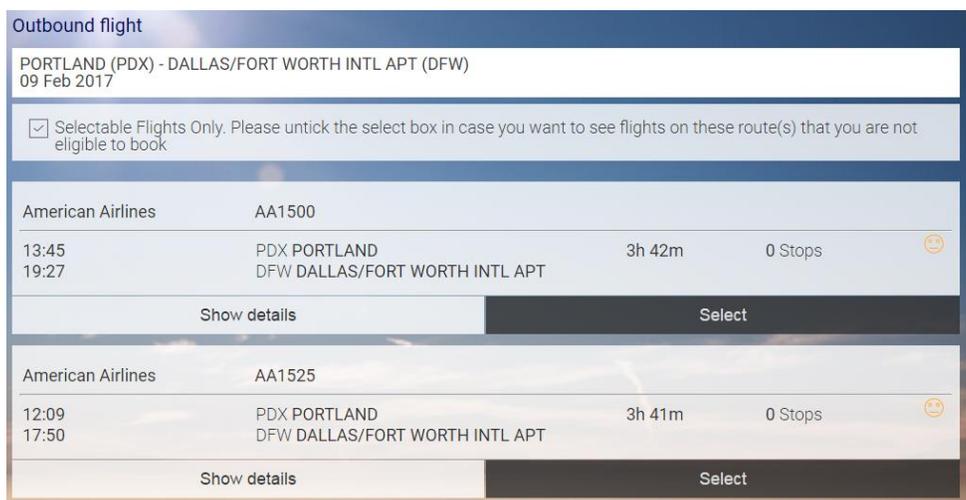
Cockpit crews & dispatchers will select "Pilot Commuting Listing".

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

If you are a pilot and this does NOT appear, please email pass bureau so we can ensure you are programmed as a pilot in myIDTravel.

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"

Your flights

PDX PORTLAND – DFW DALLAS/FORT WORTH INTL APT				09 Feb 2017
American Airlines	AA1500	Economy / Pilot Commuting Listing		
13:45 19:27	PDX PORTLAND DFW DALLAS/FORT WORTH INTL APT	3h 42m	0 Stop	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. Most error messages in myID can be cleared out by simply closing your entire browser and relogging in.

Dress Code

When flying as a jumpseater, regardless if you are in the physical cockpit jumpseat OR in the cabin, you are acting as an ACM – Additional Crew Member. This means you MUST be in full uniform or in business attire. Do NOT try to wear shorts/t-shirt (which some airlines may allow for LEISURE/standby travel) and list for the jumpseat. You will be required to identify yourself to the crew as an ACM/jumpseater if you are cleared for the flight. Under NO circumstances can you consume alcohol before or during any flight in which you are flying for jumpseat.

