This Enrolled Friend change information was copied from the United FlyingTogether website. If you wish to make any changes to your enrolled friends listings, it needs to be done prior to December 29, 2023. Here is a link to that information in the Travel section of the website. See below.
https://ft.ual.com/travel/passriderslandingpage/retiree/pass-travel-enrollment-for-retirees

Enrolled Friend Change Reminder

As an eligible retiree, instead of only being able to change your enrolled friend(s) once per year as an active employee, you have the opportunity to change your enrolled friends twice a year. Retirees will continue to have up to two active enrolled friends at one time, but this change will allow you to register up to four enrolled friends within a calendar year – up to two friends during each of two different travel periods (see travel periods below).

You can make changes to your enrolled friends for the January 1 - June 30, 2024 travel period
through Thursday, December 28 (until 11:59 p.m. CT)

To get started, go to the Dependent Management System and select the "Manage Election" link in the Action column next to any of your enrolled friends.

Sample image:

What you can do:

- **Choose** the names of your enrolled friends(s) for the January through June travel period from a list of current and inactive pass riders
- **Uncheck** a current enrolled friend to leave a slot empty on January 1, so you can add someone later
- **Add** a new enrolled friend to an available empty slot to be eligible for travel starting January 1

No changes? No action.

If you don't want to make any changes, you do not need to take any action. Current enrolled friends will automatically roll over to the next travel period, just like your spouse/domestic partner, children and parents do. Keep in mind that once a new travel period begins, your current enrolled friends can be removed but cannot be replaced within the same travel period.

Travel periods

The calendar year for pass travel enrollment for retirees is broken into two travel periods, January 1 – June 30 and July 1 – December 31.

You can select enrolled friends at any time before the next travel period by going to the [Dependent Management System](#) and selecting the "Manage Election" link in the Action column (see sample image above).

Friendly Reminders

Know your friends. If you are providing enrolled friend status to individuals who are not your family members they must be your own close, personal friends; enrolled friend status cannot be sold or bartered.

Names must match. Your enrolled friends' names must match exactly to what appears on their travel documents, i.e. driver's license or passport.

Invoices for tax withholdings. Any federal and state withholding taxes that apply to your taxable pass travel income will be collected via quarterly invoices. Failure to pay an invoice may result in a suspension of your pass travel privileges until the invoice is paid.   See [W-2 pass travel tax reporting](#) to learn more.

Be sure your mailing address is up to date.   If you need to make a change, use the "Update Mailing Address" link in the Detail Summary section of the [Dependent Management System](#) page. Note: you will be redirected to the Your Benefits Resources website to enter your changes. See page 6 of the [W-2 pass travel tax reporting and billing](#) user guide to learn more.

Sample image:

Detail Summary — Michael Jones (u123456)

Name:	Gender:	Email:	
Michael Jones	Male	mike.jones@gmal.com	✎ Update Email Address
			✎ Update Mailing Address
Mailing Address:	Company:	Board Date:	
1234 Main Street	United Airlines	7/28/1997	
Denver, CO 77453			
USA			

Helpful resources and contact information

- Read the user guide (pdf) with step-by-step instructions on how to elect your enrolled friend(s) for the next travel period
- Still need assistance? Contact the Employee Travel Center:
  - Use Help Hub to submit an inquiry and track the progress of your request
  - Chat with us by clicking on the chat bubble in the lower right hand corner

Dave Newell
Golden Eagles VP/Email Coordinator
davebnewell@gmail.com

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