



Anita Ware

UNITED New Pass Travel Policies, Retirees and Actives

<u>8 mins</u> - 🕲

RETIREES: Today is the last day to make changes, or delete, Enrolled Friends for the JUL-DEC travel period.

For those needing instruction on how to not have current EFs roll into the next period, here they are:

You must go to: flying together- travel- pass riders- manage passriders. To the far right of your current Enrolled Friend's name (in the Action column) you must click on manage passrider. On the next screen uncheck the JUL-DEC box. Do this for each of your current enrolled friends. Then click NEXT. The next screen will show that they are not showing as enrolled friends for JUL-DEC. Then click on SAVE. You will get a message telling you the number of slots you have available.

To add a new person use ADD PASSRIDER/DEPENDANT. If the relationship drop down does not show enrolled friend as an option, then you must remove those past EF names that show inactive. To do this, use the small "i" to the far right of their name and select delete pass rider. It will remove them from your profile, but they can be added back at another time if you again would like them to be an EF.



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