



Michelle Pritchett, Employee Travel Policy and Procedures Representative, Human Resources will be sending the following email to all retirees for whom she has an email address. The Golden Eagles is sending the email also ahead of time to our members in good standing to assure that they receive the information.

Dear United Retiree,

We are excited to announce that beginning June 1, instead of only being able to change your enrolled friend(s) once per year, you will 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).

For the July through December 2018 travel period, you can make changes to your enrolled friend(s) between June 1 and June 28 until 11:59 p.m. CT.

To get started, go to the [Dependent Management System](#) on June 1 and select the “Manage Election” link in the Action column.

Current Year Primary Family Enrolled Friends Extended Family View All							
DEPENDENTS	RELATIONSHIP	STATUS	HEALTHCARE	TRAVEL	DOB	GENDER	ACTION
Bea Goode	Enrolled Friend	Current			08/17/1986	Female	Manage Election

What you can do:

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

Because this change goes into effect June 1 and the upcoming travel period starts July 1, this time you'll only have 28 days to make any changes. For future travel periods, you'll have the opportunity to select enrolled friends at any time before the travel period starts by going to our [Dependent Management System](#) and selecting the "Manage Election" link in the Action column (see image above).

Travel period

July 1 –

December 31

Travel period

January 1 – June

30

Make changes:

**Jun. 1 – Jun. 28
(until 11: 59 p.m.
CT)**

**May have up to
two active
enrolled friends**

**New enrolled
friends will
appear in
employeeRES
on the morning
of Jul. 1**

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 what appears on

Make changes:

**Jul. 1 – Dec. 29
(until 11: 59 p.m.
CT)**

**May have up to
two active
enrolled friends**

**New enrolled
friends will appear
in employeeRES
on the morning of
Jan. 1**

their travel documents (i.e., driver's license or passport).

- **Invoices for tax withholdings.** At the end of 2017, we began to collect any federal and state withholding taxes that apply to your taxable pass travel income via quarterly invoices. The next invoice will be sent in June for any travel from February 1, 2018, through April 30, 2018. 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 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.

Detail Summary			Jane Smith u123456
Name: Jane Smith	Gender: Female	Email: Jane.Smith@gmail.com	 Update Email Address
Mailing Address: 123 United Street Magnolia, TX 77354 USA	Company: United Airlines	Board Date: 7/28/1997	 Update Mailing Address 

With this change, we expect that the Employee Travel Center will experience higher-than-normal email and call volumes related to pass travel enrollment. We ask you to please refer to the helpful information section – including questions and answers and video (video coming June 1) on the [Pass Travel Enrollment for Retirees](#) page on Flying Together – before you call or email, so that our representatives can best assist everyone.



help hub

Still have a question? Use [Help Hub](#) to find answers to commonly asked questions and to submit requests to our service centers.



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