

## Day 1 Booking, Continental Airlines on United Airlines

CO and CMI co-workers, retirees, early outs and eligible pass riders now have the opportunity to create a listing using UA's listing/booking system, WebList. Using this electronic tool, the space available pass rider will enjoy a 33 percent discount from current ZED fares when traveling on UA.

Co-workers who wish to purchase a UA paper ZED ticket at a CO ticket counter may continue to do so, but will forego their 33 percent discount for tickets issued for travel on UA.

Please follow the steps below to begin using WebList:

### Log In Process

- Enter our combined website [www.FlyingTogether.ual.com](http://www.FlyingTogether.ual.com).
- Your current CO employee number and password will grant you access to [www.FlyingTogether.ual.com](http://www.FlyingTogether.ual.com).
- Once you have been authenticated into the new website, select WebList for travel on UA, or select employeeRES or [mobileRES](#) for travel on CO.
- If you have selected WebList for travel on the UA system, see below for further instruction.

### To Create Bookings in WebList

- Enter From/To and date information – Search Flights
- Select flights and select the class of service desired: First, Business, or Coach.
- Click “Add Passenger Info”, enter contact phone number, and click “Continue”.
- Next you will enter your TSA Secure Flight information and when finished click “Continue” to receive your confirmation/PNR.
- If applicable, to create a Positive Space booking click “Positive Space” in the upper left hand corner if not, WebList does default to “Space Available” Listing

### Reduced UA Service Charges

- All active employees will be payroll deducted for all UA service charges, taxes, and fees when travel is complete.
- Non-payroll deduct pass riders must store a credit card in advance through employeeRES before booking their UA travel.
- To view the approximate reduced service charges, including taxes and fees, go to employeeRES and select “Interline Fare Calculator” under Quick Links.
- Select United Airlines from the drop down and click “Children of Employee or Retiree Ages 2-11” for the appropriate 33 percent discount.

### Check-in (within 24 hours of departure)

- **United.com** ([www.United.com](http://www.United.com))
  - Select “Check In” tab and at the bottom of the screen click the “Employee Check-in”
  - Enter your Confirmation Number/PNR
- **Mobile** ([mobile.united.com](http://mobile.united.com))
  - Click “Check-in”, select “Confirmation Number” and enter Confirmation Number/PNR
- **UA Airport Kiosk**
  - Follow the on-screen prompts