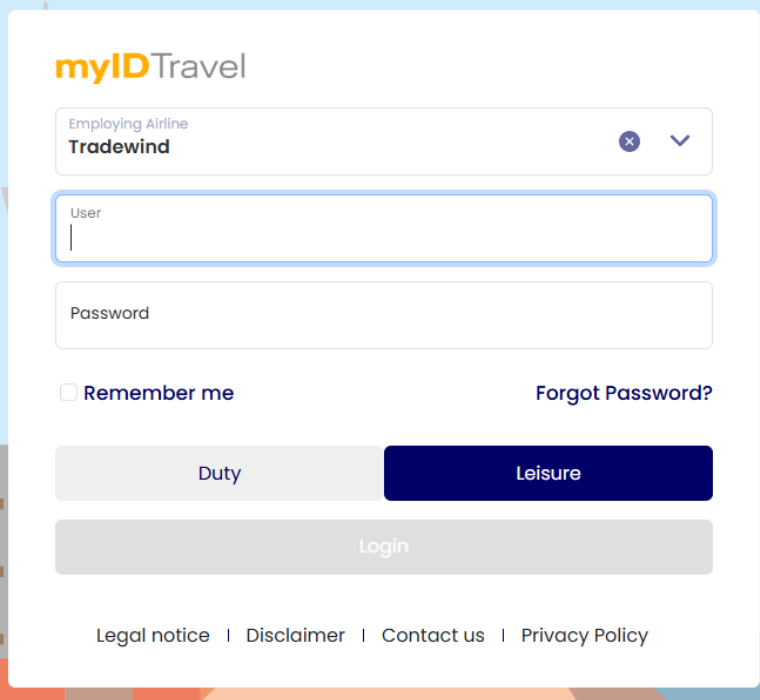


Login

All Tradewind team members will use the "LEISURE" login for myIDTravel. Duty is for business travel and will not produce any flights.



The login form for myIDTravel includes the following elements:

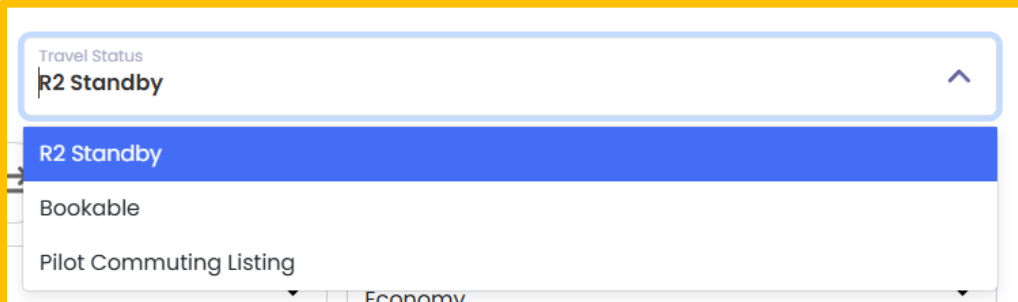
- Employing Airline:** A dropdown menu with "Tradewind" selected.
- User:** A text input field.
- Password:** A text input field.
- Remember me:** A checkbox.
- Forgot Password?:** A link.
- Mode Selection:** Two buttons, "Duty" (light gray) and "Leisure" (dark blue).
- Login:** A large gray button.
- Footer:** Links for "Legal notice", "Disclaimer", "Contact us", and "Privacy Policy".

Flight Options

We use the myIDTravel platform to manage all of our leisure travel (R2 Standby), leisure confirm travel (Bookable), and some airlines will load a pilot jumpseat agreement in myID (Pilot Commuting listing).

Confirm travel is a new option for many of our team members as we negotiate the ability to fly with a confirmed seat at a higher fare, we have been adding more airlines to this program, including Tradewind team members the ability to also book a confirmed seat on Tradewind scheduled flights.

Pilot commuting is turned on for PILOTS (if you do not see this option, please let us know – stafftravel@flytradewind.com) for certain airlines.



The Travel Status dropdown menu shows the following options:

- R2 Standby** (highlighted in blue)
- Bookable
- Pilot Commuting Listing

Below the dropdown, the text "Economy" is visible.

Airlines that offer either standby, bookable, or pilot commuting listings is available in the ID AGREEMENTS section of myIDTravel, which is found under TRAVEL INFO on the far LEFT (desktop) or from the drop down menu on the mobile app.

Partner airlines will load agreements with information on each type of available travel option – there must be a column that lists the FARE and valid passenger type in order to use it – otherwise the option is not available. JetBlue is shown here:

Conditions and Booking Classes		
	Pilot Commuting Listing	R2 Standby
Waitlist allowed	No	No
Advance Booking Period	7	90
Minimum Date of Hire	0	180
Travel compartment Booking class	Eco	Eco
	N	N
Employee, retiree, legal spouse, children 12-23 years - ZEA	YNREV	ZL
children 2-11 years - ZEC		CL
Infants 0-1 year - ZEI		ZI
Spouse (includes legal and common-law) - ZSP		ZL
Parents of employee/retiree - ZEP		ZL

The table above shows that PILOTS can 'jumpseat' on JetBlue, all other staff can only fly STANDBY, with the valid passenger types and fare below. ZL is a ZED LOW fare, ZM is ZED MEDIUM, and ZH is ZED HIGH. ZI is for ZED INFANT fare (no seat), CL is CHILD LOW, CM is CHILD MEDIUM, and so forth.

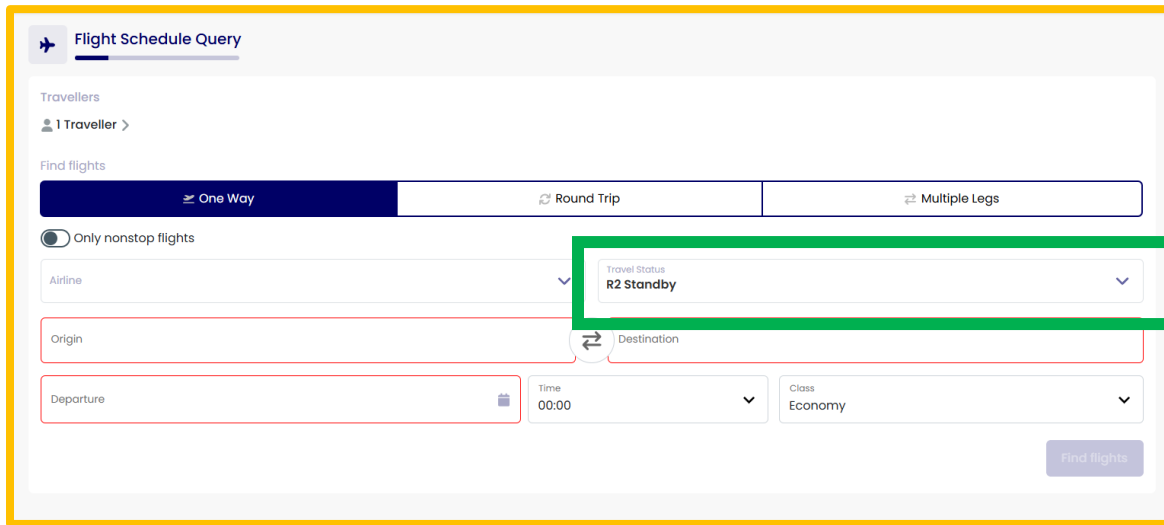
Advance Booking Period is how far in advance you can list for a flight. Most airlines limit it to 60 or 90 days. Minimum Date of Hire is when new team members can fly (note: we have a growing list of partners that allow us to fly after just 90 days!).

Some airlines, like Condor, offer us the ability to fly standby in BUSINESS CLASS, and also CONFIRM seats in economy or premium economy.

To use each of these above options, you will need to be specific in your searches in myIDTravel, as the system will only provide the flights for the option selected (if available).

Standby Travel (most common)

The most common used mode is for standby travel. The system will default to “R2 Standby” – which is the ZED/IATA code for leisure travel and space available. This is highlighted in the GREEN box below.



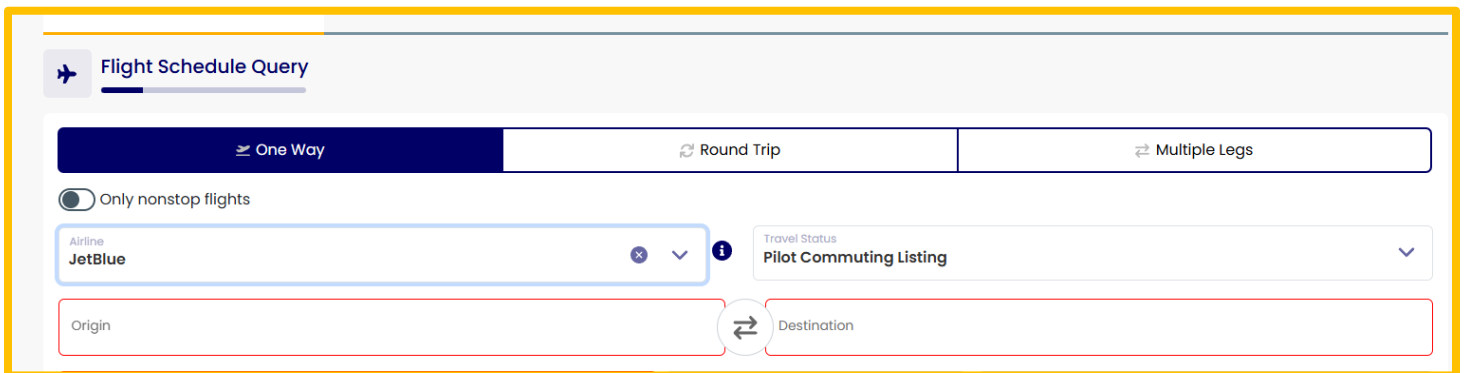
The screenshot shows the 'Flight Schedule Query' interface. The 'Travel Status' dropdown menu is highlighted with a green border and contains the text 'R2 Standby'. Other visible fields include 'Travellers' (1 Traveller), 'Find flights' (One Way, Round Trip, Multiple Legs), 'Only nonstop flights' (radio button), 'Airline' (dropdown), 'Origin' and 'Destination' (text boxes with a swap icon), 'Departure' (calendar icon), 'Time' (00:00), 'Class' (Economy), and a 'Find flights' button.

Standby travel is based on a set mileage table and fee by ZED/IATA and broken into 3 main fares: Zed Low, Zed Medium, and Zed High. Fares are fully refundable & changeable.

“Jumpseating” – Pilot Commuting (ONLY for pilots)

Please note, the Employee Travel Department is ONLY the gatekeeper for myIDTravel – we do not manage jumpseat agreements.

Should an airline load a jumpseat agreement for Tradewind pilots (and ONLY for pilots, you can't bring a friend or spouse with you – you'll need to book an R2 Standby ticket for them) – you will select Pilot Commuting from the drop down list and select the appropriate airline.



The screenshot shows the 'Flight Schedule Query' interface. The 'Travel Status' dropdown menu is set to 'Pilot Commuting Listing'. The 'Airline' dropdown menu is set to 'JetBlue'. Other visible fields include 'Find flights' (One Way, Round Trip, Multiple Legs), 'Only nonstop flights' (radio button), 'Origin' and 'Destination' (text boxes with a swap icon), and a 'Find flights' button.

Pilot Commuting travel is mostly fee-waived with just taxes & myIDTravel fee. Only pilots & licensed dispatchers may use this agreement.

Please note, that pilots who use “Jumpseat” agreements are at the VERY bottom of the standby list and clear after all other non-revs. A traveler using an “R2 Standby” ticket on JetBlue will be given a seat before a jumpseater. Jumpseat does NOT mean you get to sit in the cockpit or flight attendant jumpseat – it is just a term used by pilots and the unions for pilots who are flying between their base and home.

Bookable/Confirm Travel

Tradewind team members can now book confirmed travel on Tradewind via myIDTravel – and we have a growing list of airlines that offer us this perk/benefit. Condor, Etihad, Flair, and Lufthansa are the biggest airlines offering TJ team members & eligibles the ability to fly on a confirmed seat. Please note, that some airlines may offload you if the flight is oversold!

To book a confirmed seat, you will need to verify the agreement first (Travel Info – ID Agreements – select Airline) and class of service.

The screenshot shows the booking interface for Condor flights. At the top, there is a toggle for "Only nonstop flights" and a "Travel Status" dropdown set to "Bookable". Below this are input fields for "Airline" (Condor), "Origin", "Destination", "Departure", "Time" (00:00), and "Class". The "Class" dropdown is open, showing options: Economy, Business, and Premium Economy. A "Back" button is located at the bottom left.

In the case of Condor, you can book a confirmed seat in PREMIUM ECONOMY or regular ECONOMY. The cost is mileage based.

To fly confirmed on TRADEWIND, you must select "BUSINESS CLASS" from the drop down. 1 class must be available – it is limited to at most 2 seats on off peak flights, and cost is \$149 + taxes each way.

Confirm seats MUST be available to book – the system will display how many seats are available.

OK to book

The screenshot shows the booking interface for Condor flights. The "SEA - FRA" route is selected for "02 May 2025". The "Class" dropdown is set to "Economy". A calendar view shows dates from 29 Apr to 05 May, with "02 May Friday" selected. Below the calendar, the flight details are displayed: Condor, DE2033 | 339, SEA - FRA, 02 May, 17:05 - 12:10+1 | 10h 5m. A green checkmark and the number "4" indicate that 4 seats are available for booking.

No Go

The screenshot shows the booking interface for Lufthansa flights. The "SEA - FRA" route is selected for "06 May 2025". The "Class" dropdown is set to "Economy". A calendar view shows dates from 03 May to 09 May, with "06 May Tuesday" selected. Below the calendar, the flight details are displayed: Lufthansa, LH491 | 343, SEA - FRA, 06 May, 14:15 - 09:15+1 | 10h. A red "X" and the number "0" indicate that no seats are available for booking.

Confirm seats are fully refundable & changeable.