Travel Portal – OA Jumpseat/Cabin Seat Listing

Highlights & Reminders:
- Online self-service jumpseat/space available listing tool available 24/7 365 days a year.
- This Listing Portal is for Jumpseat & Cabin Seat Agreements only, please check with your Travel Department for Leisure Travel Agreement listing requirements.
- View active standby list within the Travel Portal while at the airport to view live flight details.
- Jumpseat listings can be made from 72hrs before departure up to:
  - Domestic -30min before departure
  - International – 1hr before departure
- Non rev travelers are automatically issued one carry-on and one checked baggage, which must meet size and weight requirements. Additional bags may be purchased online via Manage Travel.
- Check-in is available online 24hr before scheduled time of departure or at the self service kiosk at the airport.
- Riders must check-in no later than 30min before departure time.
- Present yourself at the departure gate to allow time for the gate agents to assist you with your travel and to verify valid “CREW” air carrier ID.
- Standby priority for other airlines is based on check-in time.
- Seat assignment and/or jumpseat assignments will be issued generally 20 min before departure time.
- Please remember once onboard to introduce yourself to the crew.

1. Login
   To log into the Jumpseat Listing System,
   - Select the Team Travel & OA Travel/Jumpseat link on the bottom of the Home Page on spirit.com, see below.

2. Log In for Jumpseat Listing System
   Select the Other Airlines Tab to access the Spirit Airlines Jumpseat/Cabin Seat Listing Tool.

3. Other Airlines Login
   To list for jumpseat/cabin seat agreement:
   - Select type (job position Pilot or Flight Attendant)
   - Select your Airline
   - Enter your numeric employee number
   - Enter Date of Hire
   - Verification Code – nklist14
   - Select Continue

4. Jumpseat Booking Screen
   From the Booking Screen select:
   - Round Trip, One way or Multi-city listing
   - Travel type Jumpseat
   - From
   - To
   - Date(s)
   - Then select Search to continue

5. Flight Availability Screen
   From this screen you can view the available flights for the date selected along with availability for cabin and jumpseats. In addition each flights standby list can be viewed from this screen.

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Flight availability calendar
The calendar allows a quick at a glance look at flight availability for a 7 day window. To proceed to the following week or week before when searching future dates, select the double arrows on either side of the month although listing will not be available beyond 72hrs out.
Selecting a date from the calendar will display all flights available for that date and routing below. In addition, colors guides on the calendar indicate seat availability for all flights on that date.
- Green – 15 or more open seats
- Yellow – 6-14 seats open
- Red – less than 5 seats open

Flights
Flights display for the routes selected in order by schedule time of departure.
- Flight details - selecting the flight number displays full flight routing details along with aircraft type.

6. Your Itinerary
The flights selected from display at the bottom of the screen.
- Select Continue once the flights have been selected.

7. Customer Information Page
On the customer information page, complete any required fields that are not populated.

8. Confirm and Purchase Page
Once all the information for the listing has been confirmed on the Confirm and Purchase Page select Continue to confirm.

9. Purchase Page
If any payments due on international itineraries for taxes the Purchase Page displays to collect payment via credit card.

10. Your Confirmation
Once the listing is confirmed the Your Confirmation page displays and an email will automatically be sent to you.

Modifications & Cancellations
- Modifications and Cancellations to listings can be made via the Manage Travel option once you have logged in to the Team Travel & OA Travel/Jumpseat.
- The active standby list may also be viewed within Manage Travel and Check-in under the Team Travel & OA Travel/Jumpseat Portal by selecting “View List”
SPirit Airlines (NK) and COMPASS Airlines (CP) agree to a reciprocal interchange of space available cabin seats for current qualified Flight Attendants of the two companies. This agreement is subject to the following restrictions:

- Flight Attendants of Spirit Airlines are prohibited from occupying the actual jumpseat aboard Compass Airlines aircraft.
- Flight Attendants of Compass Airlines are prohibited from occupying the actual jumpseat aboard Spirit aircraft.
- Transportation is contingent upon availability and/or load restrictions.
- Transportation is limited to commuting to/from an assigned base or for pleasure travel and will not be used for the purpose of conducting company business.
- User agrees to leave the aircraft on any stop when requested to do so by a company representative.
- This agreement will be for DOMESTIC FLIGHTS ONLY on both carriers.
- User declares that they are not prohibited by any law or government regulation from receiving free transportation.
- User must be in business attire or company uniform.
- User must be on active working Flight Attendant status, and may not be a trainee, be furloughed or a contract employee.
- User must complete an ACM (Additional Crew Member) pass one at least (1) hour prior to scheduled departure. These can be obtained at the TICKET COUNTER ONLY. Signed copies will be given to the Gate Agent and to the Captain prior to boarding.
- User must provide a current, unexpired, company photo identification card.
- User agrees to assume all risk related to accident or injury, including personal injury or death, or loss or damage to property, and agrees that Spirit Airlines, Inc. will not be held liable for any such injury, death, loss or damage whether caused by Spirit Airlines, Inc. or its agents.
- Users will be boarded, beginning with the first non-revenue rider to have checked in, with priority being given to Spirit Airlines personnel.
- Luggage is not to be checked in at the ticket counter, as boarding is not assured. If luggage does not fit in available carry on space, luggage may be checked at the gate.
- Users will observe strict professional conduct and decorum at all times.
- The Captain will have final authority on the approval of any and all non-revenue riders.

Space available cabin seat travel is a “discretionary courtesy,” and is subject to all applicable F.A.R.s, Company regulations and permission from the Captain. Spirit Airlines and Compass Airlines reserve the right to cancel the agreement at any time. Changes and alterations must be approved and agreed upon by an authorized representative of each carrier.

Flight schedules are available at www.spiritair.com and www.nwa.com. This agreement will become effective on the first day of the month in which it is signed by representatives of both companies.