Dear OA Partner:

Southwest is in the process of implementing our new reservation system and moving to a fully electronic ticketing platform for all nonrevenue travel. We have partnered with myIDTravel to enable their Commuter Listing Tool which will allow for other airline (OA) commuters to make nonrevenue, space available listings. As of May 9, 2017, OA Pilots, Dispatchers, and Flight Attendants with which we have a commuter/jumpseat agreement can access the myIDTravel Commuter Listing Tool to make a listing on Southwest Airlines for travel May 9, 2017 or after. These listings will be fee-waived, however, if the travel is international, government taxes and fees will be applied and payment will be required.

Please be advised, May 9, 2017, Southwest will discontinue accepting OA commuter/jumpseat listings through the Nonrev Listing Phone Number. All OA nonrevenue commuter listings will be entirely self-managed through our new myIDTravel Commuter Listing Tool. IMPORTANT: any listings that have been created before May 9, 2017 for travel May 9, 2017 or after will need to be relisted in the myIDTravel Commuter Listing Tool. For travel taking place before May 9, 2017 you will need to continue calling our Customer Service as you do today.

While a Supervisor at the airport has the ability to assist in the process of creating a manual listing, it is time consuming and they may not always be able to accommodate the request. Therefore, to ensure your best chance at making your flight it is highly recommended to show up at the airport with a listing already created. As an added convenience, Travelers will have the ability to make listings via their mobile device. Keep in mind, a Customer Service Agent will be able to modify the listing accordingly as long as the travel is for the same date the listing was for. Below you will find step by step instructions on how to successfully create a listing for commuter travel on Southwest Airlines.
myIDTravel Commuter Tool

Login Page: [https://www.myidtravel.com/myidlisting](https://www.myidtravel.com/myidlisting)
Employing Airline: Compass Air
User: CPstaff
Password: myIDListing001
Privacy Statement acceptance page:

Make sure to choose “Commuter Travel” in the navigation bar below:
Enter Commuters details:

**A few things to note:**

- don’t forget to check the “Confirmation” box
- please pay close attention to how the dates should be entered as each carrier sets it up differently (as example: dd.mm.yyyy or mm/dd/yyyy)
- do not use special characters
- Select Travel Status as either Flight Attendant or Pilot Commuting
- Always keep Class of service as Economy
- Always verify your route and city pairs on southwest.com
Select flight and scroll to bottom:
No fees for domestic travel. If traveling internationally, you will be required to enter credit card info for international taxes.
Enter required info:

Integration System!

API/Secure Flight

Task List

Document

Type

Document number

Document

Type

Document number

Document

issue

Country

Date

01/01/1979

Hazardous Materials

Explosives

Compressed Gasses

Flammable Liquids and Solvents

Oxidizers

Toxics

Corrosives

Radioactive Materials

Lithium Batteries

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in five years imprisonment and penalties of $250,000 or more (49 U.S.C. 5124). Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives and radioactive materials. Examples: Paints, lighter fluid, fireworks, tear gases, oxygen bottles, and radio-pharmaceuticals. There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage and certain smoking materials carried on your person. Cigarettes and other heat producing articles are not allowed in checked baggage. For further information contact your airline representative. Please note, self-balancing electronic devices such as hoverboards, mini segways, balance wheels, or other self-balancing boards of any type which use lithium or lithium-ion batteries are prohibited as both carry-on and checked baggage.
Enter contact Info:

PNR issued
Environmental Information

**Durham/Chapel Hill**

**Direct Flights (no Change Fees):** Please be aware that myITtravel does NOT indicate which flights are directly connecting. Direct flights involve at least one stop between your origin city and your final destination city, however the passengers do not depart. In these instances, instead of applying each segment as a separate stop, the entire trip is treated as a single flight which is not subject to extra fees or changes. In the event that a nonstop passenger is cancelled from a direct flight, they will be required to rebook as outlined in the next flight and will be eligible for any refund as the "canceled portion" of the flight from which they were to be flown. Therefore, we strongly encourage you to check www.myITtravel.com and note the number of stops.

Please review the Cancellation page for those additional details.

**Please mark the luggage you are checking in with your name and address.**

We recommend that you print this page or write down the booking reference.