myDTravel User Guice

myIDTrave

اشتراك

تعديل

Subject: myIDTravel- User Guide 4 Edition For usage of: IY Staff Ref No.: RM_Intl. Relations – myID Effective Date: 02.25.2024 Contact: staff.travel@yemenia.com

Summarized Graphic designs Abdurrahman Albaidhani Supervised by: Basheer Alareqi

How to join myIDTravel



Enter your user ID as shown below. Click on "Request password" button.

Please enter your details	
Employing Airline Yemenia - Yemen A	irways 🗸
User 8979 your Ye	menia ID number
Back	Request new password

Enter your new password and confirm it, then click change password.

Reset Password	
Set a new password.	
New Password	
Confirm New Password	8

- Print and stamp your family details from HR.
- Fill-up your personal and family details as per passports in myIDTravel form 1 (Annex A).
- attach a copy of your family passports.
- Send the form to Intl. Relations Dept. [myIDTravel Team] to create the account.
- Upon creating an account for you a link will be sent to your email immediately.
- · Click on the link and create your own password.
- The link is valid for 2 hours only, hence you're requested to access your email immediately. Otherwise, you have to request a new password

First-Time Login to myIDTravel

- Before using myIDTravel you need to generate a password.
- Password will be used for all future transactions.
- To begin click on http://www.myidtravel.com
- The myIDTravel login screen will display as shown below.
- Click on forgot password? See in red below.



System will send an email to your email address. See below. Click on the link provided.

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Hello M thank y	ne Basheer Alareel, you for registration.	
Please Please You mus Greetin	e use the following link to change your passoord: <u>http://integration.mliftrawel.com/mliftrawel/interthation-passoord:bioseffore passoord:bioseffore.passoord:bioseffo</u>	1

You will be prompted to below screen Enter your Yemenia ID number then your password

Employing Airline	
Yemenia - Yemen Airways	~
Jser your Yemenia Id number	
Tennund	(5)

- Make sure all names of eligible persons for travel matching with their passports.
- Select the individuals who will be Travelling



Issuing bookings / Tickets

Flight Schedule display

If you wish to make changes to your selections, click the back button at the bottom of the query screen and make a new selection on the Traveler selection screen

The Travel Status will be either:

·R2 Standby ·R1 bookable

Flight Schedule Display

In certain cases, not all flights will have a radio button to select because: -

- · The flight is a code-share flight.
- The flight is operated by an airline that does not have an ID travel agreement with Yemenia
- The passenger is not allowed to travel according to the ID travel agreement with the specified airline (e.g., not all airlines allow parents/dependents etc. to travel).
- If a flight is not selectable for whatsoever reason, no radio button will be shown next to the flight number.

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Click on show details (or click on the blue \$ icon) to get additional information about the respective flight and the reason why a flight is not selectable). In addition, there are also indicators for the booking situation.

The following options exist as following :

- (Green) (Orange) (Red)
- good chance moderate chance bad chance

Issuing bookings / Tickets 1.1

Fill-up all required information about your passport for each passenger

Nationality	~	Document Type	
Document number		Document issuing country or territory	
Document expiry date	曲		

The Contact and Payment Information screen is pre-populated with your email information from your staff profile. You are required to complete the phone numbers and may change the email to another address if you prefer. Please double check all information on the page.

Grand Total		49565 YER
Payment Payment for Saudi Arabian Airlines		
Please insert your credit card information. The ti	ticket costs of 198.26 USD will be charged on this card.	
Credit Card Select	✓ Number 0000 0000 0000 0000	
Validation Code 0000	Expiry Date MM / YY	
Please do not choose VISA if you have a VISA Electron card or vice versa as this migh	ight lead to ticketing errors.	
You will receive a message for the second se	e that your credit card was successfully saved for the	
Note: To obtain your ti provide you with a vali	ticket, please be prepared with your bank to lid online credit card for payment.	

explorers. So PC and laptop is your best choice

Issuing bookings / Tickets 1.2

Confirmation

After issuing ticket is complete, you will see a confirmation screen with a summary of your itinerary as well as the booking reference code (and ticket number). You may write down the code so you can retrieve the booking if needed.

By clicking on the PNR reference, you will obtain the e-ticket number.

Ensure you make note of the PNR and e-ticket number as you will be unable to retrieve the PNR or e-ticket number without the actual reference.

It's recommended that you print the confirmation page so you have all of the information available at a glance.

Please mark the	baggage you are checking in with your name and	address.	
Booking Reference: Ticket number:		1	0275F
Travelers			
Doe, Jon Mr.			
Your flights			
DXB DUBALINTE	RNATIONAL - FRA FRANKFURT INTERNATIONAL APT		29 Nov 201
Emirates	EK0043	Econor	ny / R2 Standl
03:20 07:35	DXB DUBAI INTERNATIONAL FRA FRANKFURT INTERNATIONAL APT	0 Stop	LISTE
Fare Information			
Emirates		and the second division of the second divisio	
DUBAI INTERNAT	IONAL (DXB) - RNATIONAL APT (FRA)		
Doe, Jon Mr.			
Total Fare Total Government t myIDTravel Fee	exes		220 AE 120 AE 10 AE
Total Emirates			350 AE
Price information**			23823.00 YE
Grand Total: price in	nformation **		23823.00 YE

Note: Please read the travel conditions carefully as all airlines are varies from one another.

12.10 Confirmation Email

A confirmation email will be sent to your chosen email address. The confirmation email will outline check-in procedures for each carrier as below:

myIDTrav	el Leisure B tegration@m	ookin nyidtra	g/Listi vel.con	ng C	onfirm	ation	
o: najeeb.	Jan-15 11:11 AM alselwi@yemenia.c	mor					
Message	MyIDTravel	light.ics	(1 KB)				
Greetings.							
Thank you	for booking	your 1	eisure	trip	with my	IDTravel	1. Below you will find your itinerary and important information.
Names: Als	Selwi, Najeeb	Ali M	R				
Booking R Ticketing Ticketnum	eference: R8 Airline: Tu bers: 23	DZTL Irkish 1521404	Airline 91791	5			
Flightno	Date	From	Dept*	To	Arry*	Status	Class
Ticketnum	15 Jan 2015	2362	1404017	151	00133	listeo	Economy
AlSelwi, I	Naieeb Ali	2392	140491/	91 6	urrency	amou	unt
Total Fare	e				ISD	66.	.00
Total Gove	ernment taxes	6		1	ISD	54.	.30
myIDTrave.	1 Fee			- 2	ISD	100	.80
iotar iici	Ket Price			- 87	130		.10

Na	vigatio	n Bar	
Fights Travel info	Good afternoon, Abdur Weicente la reyclinareit Weicente la reyclinareit Weicente la trycolinareit Weicente to Yemenia - Issue your Leisure ticket Cards.	rahman Abdullah Ali Albaidhani! remen Almays IDTravel. Now you can book a r from your leptop using your personal Cred	Upcoming Flights
myIDTravel Yemenia - Ye	emen Airways		S English Abdurrahman Abdullah Ali Albalahani A
+ Elebtr	<u>≫</u> New Fight	🏓 Flight List	Retrieved
riigiida	Flight List		
Travel Info	Remark: The ticket status might have cl	nanged in the meantime. For refreshing t	he ticket status, please retrieve the ticket/booking code.

- Implicit Diracel

 Implicit Diracel
- New Flight/Ticket: allows you to book your flight itinerary.
- Retrieval : allow you to create new booking/listing with an existing e-ticket. (E-tickets remain valid for 90 days from date of issue).
- You must have the e-ticket number. Original PNR must be cancelled before making new booking/listing and it can be created with existing e-ticket.
- ID Agreements: contains a list of the rules and regulations for travel on other carriers. This includes ZED fare levels and designates eligibility. The information contained here is supplied by the transporting carrier.
- .My Stay: allows you to book Hotels, rent cars, and any other accommodation over the world.
- Flight List: contains all tickets issued by your user account.
- English: allow you to choose the language.
- Change password: allows you to change your password.
- Logout: enable you to log out of myIDTravel application.

Travel conditions vary from airline to airline and are subject to change. These conditions include, but are not limited to: dress code, flight listing, check-in requirements, embargo periods, travel

International Destinations

If your travel involves international destinations, please make sure to:

Find out the documentation and vaccination requirements for each leg.

Check out that you have enough information of each country you are planning to travel to of their travel warnings and immigration requirements.

Change Booking	9
 PNR Retrieval To retrieve an existing booking change or cance manage bookings & Tickets button from the nave PNR to retrieve. 	el, please click the igation bar & select
Retrieval	
Tickets	PNR
Booking reference C5B4A6	
Retriev	e PNR

Click retrieve PNR to retrieve your booking from the airline's reservation system & display it.

Your flights						
TLS TOULOUSE BLAGNAC - LIL LILLE LESQUIN AIRPORT 28.12.2023						
Volotea	V72782	Economy / R2 Standby				
15:00 16:35	TLS TOULOUSE BLAGNAC LIL LILLE LESQUIN AIRPORT	USED				
	Show details					
	Cancel entire booking					
	Resend Email Confirmation					
Back						

- Rebook: To change a segment.
- Rebook all: To change all segments.
- Cancel: To cancel a segment.
- Cancel all: To cancel all segments.

Prepared by : Abdurrahman Albaidhani

Refund Tickets

• To retrieve a ticket details provide the ticket number & click retrieve ticket as below.

6				
PNR: RQQJUS				
Travellers				
KASSIM	06 MR AKR	EL <u>06</u>	MR ELYA	QBEL <u>065</u>
Your flights				
💼 Rebook segments 🛛 😢 Cancel entire b	booking 🞽 Add flight			Resend Email Confirmation
Saudi Arabian SV840 Airlines 31 Jan	JED - KUL 08:50 - 22:35		Confirmed	Bookable Economy
Back				

The coupon may have different status as below:-

(issued) indicates that the involved coupon has not been used. (Used) indicates that the involved coupon has already been used for travelling. (Refund) indicates that the ticket was refunded by the airline.

Date	Flight	From/To		AIDA Status	Tariff	Valid until	Coupon status	Class
31.01.2024	SV840	(JED)JEDDAH KIN 🔶 (K	UL)KUALA LUMP	Bookable	YIDZM6R1	27.04.2024	Airport control	Economy
Fare Total Govern myIDTravel F	ment or Airport imp ee	osed Taxes/Fees/Charges						244.00 USD <u>32.83 USD</u> 1.43 USD
Ticket Price								278.26 USD
Back			_	_				Refund
		before refunding your booking	∣you have gs if still €	e to cancel existed			Select refu get your mo back	nd to oney

RIGHTS & DUTIES

Your myIDTravelUser account is subject to any change or termination at any time without legal responsibly on Yemenia or myIDTravel company as per the valid and effective terms & regulations.

Before you fly

- Before you fly you have to be careful about the following points:
- Please be attention to visa requirements especially in transit situations.
- Be careful and make sure to hold all your valid required travel documents.
- You have to wear formal dress & to avoid Yemeni traditional dress.
- For further information about other airlines policies kindly login to this link [flyzed.info] and in case you didn't find what you look for kindly visit the other airline official website.

Related to refunding tickets: -

- Ticket cannot be refunded before canceling your itinerary.
- You must check the other airline policy related to full or partial Refund this can be found in [ID agreements option in the side bar or by visiting [flyzed.info].
- It's recommended to issue your ticket by sectors if you are not sure whether you're coming back or planning for a new trip.
- · Refunding process may takes approximately 30 days.
- Refund valid for one year from date of issue.
- Refunds may be processed only for a non-utilized ticket with an "open" status only.
- Refund a partially utilized ticket takes time to be processed, therefore its recommended to issue your tickets on a single sector basis to simplify your refund process.