

Flight Attendant Reciprocal Cabin Seat Agreement on United eTicket with ID90T

Hawaiian Airlines Code = HA Hawaiian Airlines Password/ Ticket Number = **173**

Log-In

- Log on to <https://IFC.ID90.COM>
- Select your Employing Airline name from the drop down menu: **Hawaiian Airlines**
- Enter User Name: your airline code followed by “emp” (format: **HAemp**)
- Enter Password: your unique airline number (example:**173**)
- Select **LOGIN NOW**

Create Listing

- Log-in (see above)
- **Search Flights:**
 - Reason for travel - Select **F/A Commuting**
 - Enter flight Information – From/To and Travel Dates
 - Select Transporting Airlines - “United Airlines” from the dropdown
 - Enter Employee Information
 - Select **GO**
- **Select Flights:**
 - Select flights by clicking the button provided next to the \$0.00 (zero)
 - Select **Create Listing**
 - Update TSA Information in the “Who’s Traveling” screen
 - US Telephone number – include **+1**
- **Confirm**
 - Review final Confirmation and make note of Confirmation Code (located above itinerary)
- Select **Logout**

Check-In (within 24 hours of departure)

IMPORTANT NOTICE (9/28/16)

United has changed their check-in policy for pass travel utilizing the Reciprocal Cabin Seat Agreement (RCSA). Effective immediately, they have discontinued all self-service check in channels (united.com, united mobile app and kiosk). FA’s using this privilege, are now required to check-in with a Customer Service Representative at the ticket counter or gate, who will verify the FA’s CREW badge, along with a second approved government-issued identification (ID) document. Additionally, through the end of October 2016, they are requiring that HA provide verification that all FAs who are listing are considered to be active status. Without this confirmation, they may deny boarding.