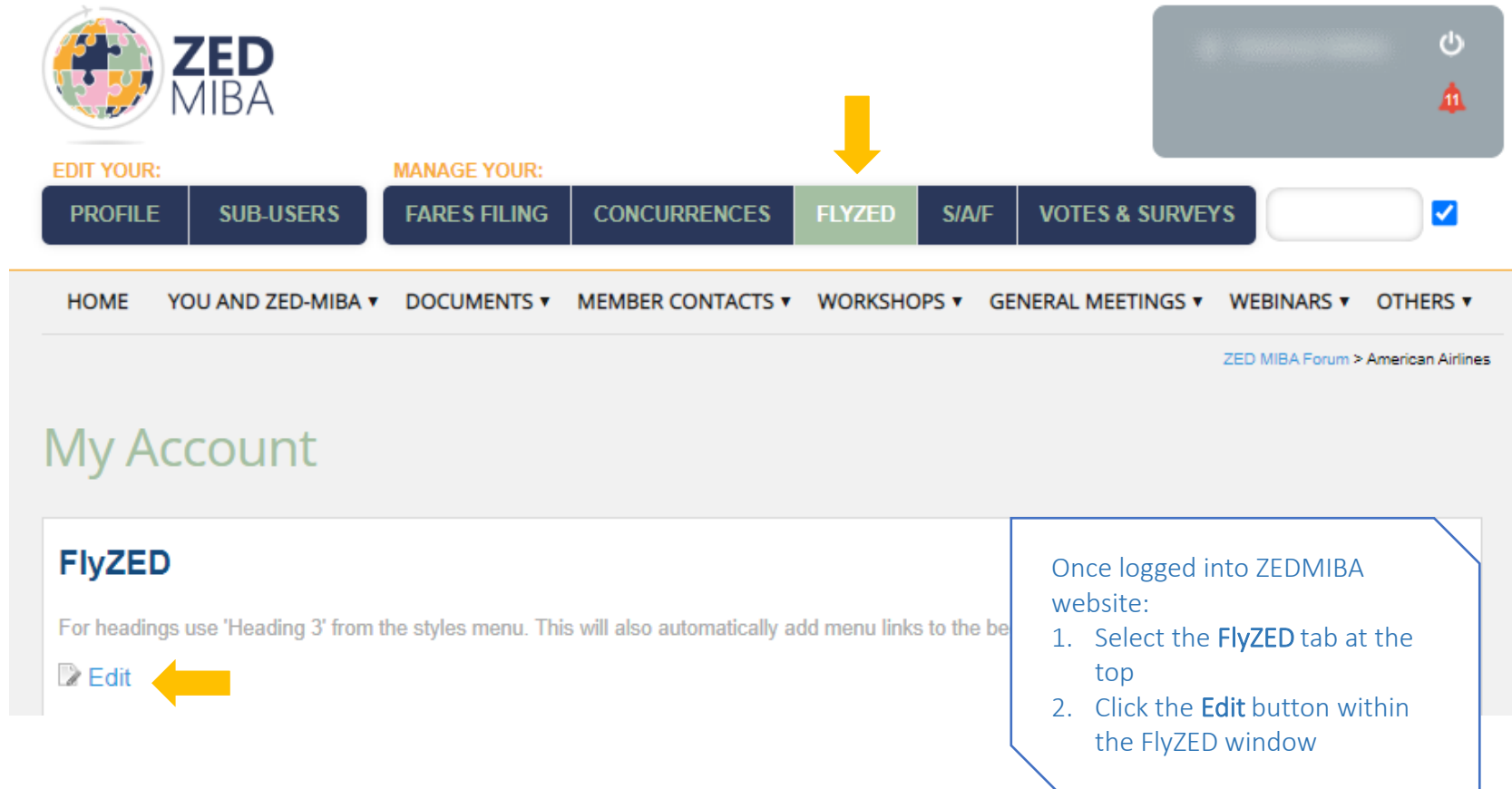


www.FlyZED.info

Managing your Page



FlyZED Editing tool



The screenshot displays the ZED MIBA website interface. At the top left is the ZED MIBA logo, which consists of a globe made of colorful puzzle pieces and the text "ZED MIBA". To the right of the logo is a grey rectangular box containing a power icon and a red notification bell with the number "11". Below the logo, there are two main navigation sections: "EDIT YOUR:" and "MANAGE YOUR:". Under "EDIT YOUR:", there are buttons for "PROFILE", "SUB-USERS", "FARES FILING", "CONCURRENCES", "FLYZED", "S/A/F", and "VOTES & SURVEYS". A yellow arrow points down to the "FLYZED" button. To the right of these buttons is a search input field and a blue checkmark icon. Below the navigation is a horizontal menu with links: "HOME", "YOU AND ZED-MIBA", "DOCUMENTS", "MEMBER CONTACTS", "WORKSHOPS", "GENERAL MEETINGS", "WEBINARS", and "OTHERS". Below the menu, there is a breadcrumb trail: "ZED MIBA Forum > American Airlines". The main content area is titled "My Account" and contains a section for "FlyZED". Below the "FlyZED" heading, there is a text area with the instruction: "For headings use 'Heading 3' from the styles menu. This will also automatically add menu links to the be". Below this text is an "Edit" button with a pencil icon, and a yellow arrow points to it. To the right of the "Edit" button is a blue-bordered box containing the following text: "Once logged into ZEDMIBA website:
1. Select the **FlyZED** tab at the top
2. Click the **Edit** button within the FlyZED window".

ZED MIBA

EDIT YOUR:

PROFILE SUB-USERS

MANAGE YOUR:

FARES FILING CONCURRENCES **FLYZED** S/A/F VOTES & SURVEYS

HOME YOU AND ZED-MIBA DOCUMENTS MEMBER CONTACTS WORKSHOPS GENERAL MEETINGS WEBINARS OTHERS

ZED MIBA Forum > American Airlines

My Account

FlyZED

For headings use 'Heading 3' from the styles menu. This will also automatically add menu links to the be

Edit

Once logged into ZEDMIBA website:

1. Select the **FlyZED** tab at the top
2. Click the **Edit** button within the FlyZED window

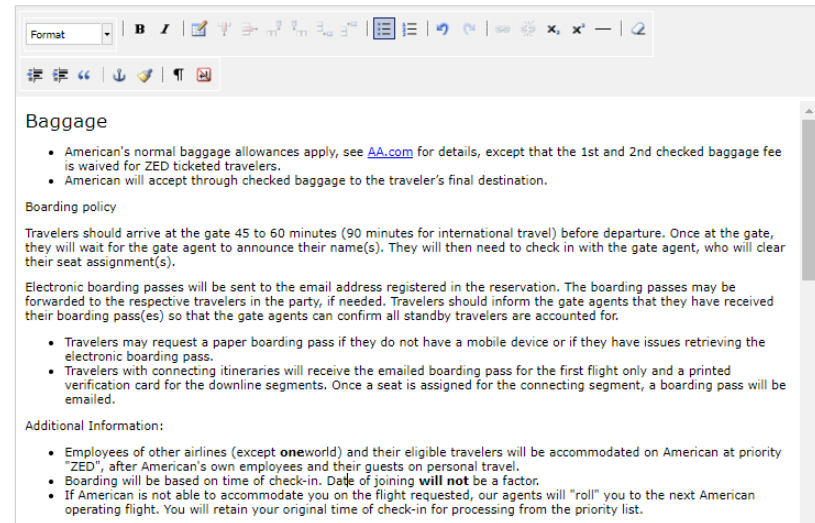
Add your airline's policies & processes

Begin typing.

- Include as much information as possible so that other airline employees are clear and fully informed before they travel.
- Make sure the information you publish applies to employees of all your airline partners (e.g., not just those with which you have NIET agreements).
- The more detail you publish the better informed the traveler will be.
- This benefits your airline as it reduces the time agents need to interact with other airline staff and ensures your policies and processes are clearly communicated.

FlyZED

For headings use 'Heading 3' from the styles menu. This will also automatically add menu links to the beginning of the info page.



The screenshot shows a rich text editor interface for 'FlyZED'. At the top, there is a 'Format' dropdown menu and a toolbar with various text and image editing icons. Below the toolbar, the main content area displays a 'Baggage' section with two bullet points: 'American's normal baggage allowances apply, see [AA.com](#) for details, except that the 1st and 2nd checked baggage fee is waived for ZED ticketed travelers.' and 'American will accept through checked baggage to the traveler's final destination.' Below this is a 'Boarding policy' section with a paragraph: 'Travelers should arrive at the gate 45 to 60 minutes (90 minutes for international travel) before departure. Once at the gate, they will wait for the gate agent to announce their name(s). They will then need to check in with the gate agent, who will clear their seat assignment(s).' and another paragraph: 'Electronic boarding passes will be sent to the email address registered in the reservation. The boarding passes may be forwarded to the respective travelers in the party, if needed. Travelers should inform the gate agents that they have received their boarding pass(es) so that the gate agents can confirm all standby travelers are accounted for.' This is followed by another list of two bullet points: 'Travelers may request a paper boarding pass if they do not have a mobile device or if they have issues retrieving the electronic boarding pass.' and 'Travelers with connecting itineraries will receive the emailed boarding pass for the first flight only and a printed verification card for the downline segments. Once a seat is assigned for the connecting segment, a boarding pass will be emailed.' At the bottom, there is an 'Additional Information:' section with three bullet points: 'Employees of other airlines (except oneworld) and their eligible travelers will be accommodated on American at priority "ZED", after American's own employees and their guests on personal travel.', 'Boarding will be based on time of check-in. Date of joining **will not** be a factor.', and 'If American is not able to accommodate you on the flight requested, our agents will "roll" you to the next American operating flight. You will retain your original time of check-in for processing from the priority list.'

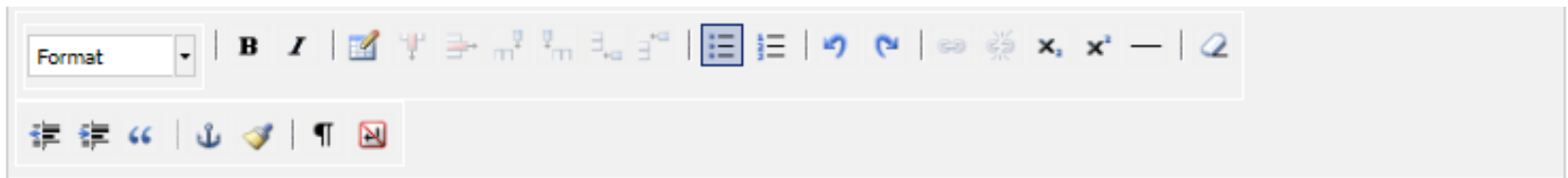


Use the formatting tools

The site gives you the tools to not only make it aesthetically pleasing but also to make it easy to navigate.

- You can:

- ✓ Add and remove hyperlinks
- ✓ Add headers
- ✓ Add bullets
- ✓ Bold/Italicize text
- ✓ Insert tables
- ✓ Add sub/super-script
- ✓ Add horizontal lines
- ✓ Indent text

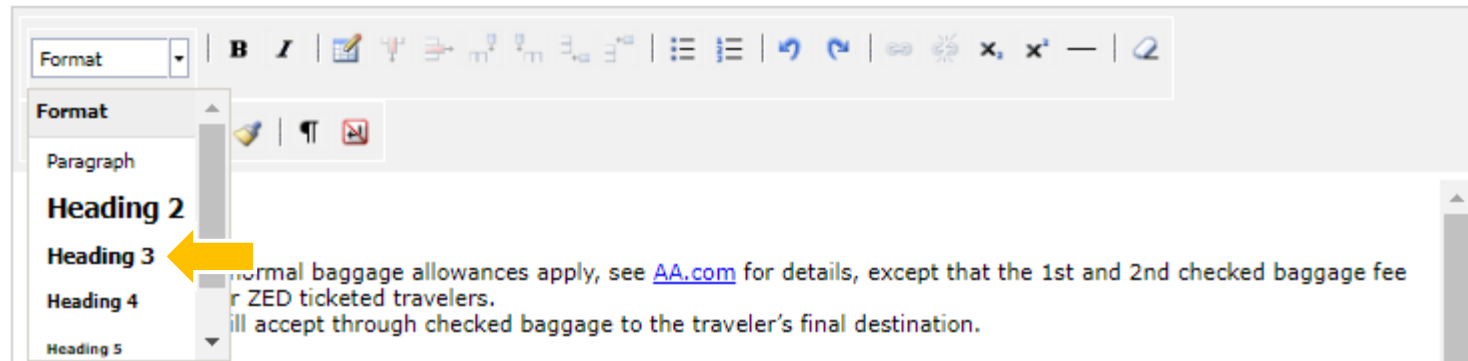


Headings

Use 'Heading 3' to format each section title. This will automatically create a table of contents, making it easier for the end-user to find specific information.

FlyZED

For headings use 'Heading 3' from the styles menu. This will also automatically add menu links to the beginning of the info page.



Required Sections/Information

- Baggage restrictions
- Boarding policy
- Check-in process
- Code of Conduct
- Commercial amenities permitted/not permitted
- Denied boarding process
- Documentation requirements
- Dress code requirements
- Embargoes in place
- Flight listing policy and procedures
- Flights included or excluded
- Pet policy (checked or in cabin)
- Special service requests
- Unaccompanied minor policy/processes
- Voluntary change of route policy


The screenshot shows the FlyZED.info website. At the top, the text reads "FlyZED.info" in a large, bold, black font. Below this, a subtitle says "helping airline employees find the right flight listing option". The main content area features a colorful, abstract background with overlapping shapes in shades of blue, green, yellow, and red. In the center, there is a search interface with the text "Pick the carrier" above two dropdown menus. The first dropdown is labeled "By prefix" and has "AA" selected. The second dropdown is labeled "By name" and has "American Airlines" selected. Below the search interface, the text "American Airlines, Inc., AA" is displayed in a bold, black font.

Index:

- [COVID-19 Notices](#)
- [Baggage](#)
- [Boarding policy](#)
- [Check-in](#)
- [Code of Conduct](#)
- [Commercial amenities](#)
- [Denied boarding](#)
- [Documentation](#)
- [Dress code](#)
- [Embargoes](#)
- [eticketing](#)
- [Flight listing policy and procedures](#)
- [Flights included or excluded](#)
- [Pets](#)
- [Special service requests](#)
- [Unaccompanied Minors](#)
- [Voluntary change of route](#)

Publish the information

- Once complete, click on the Update all details button at the bottom of the page.



Update all details

- The information will immediately be available on FlyZED.info.