

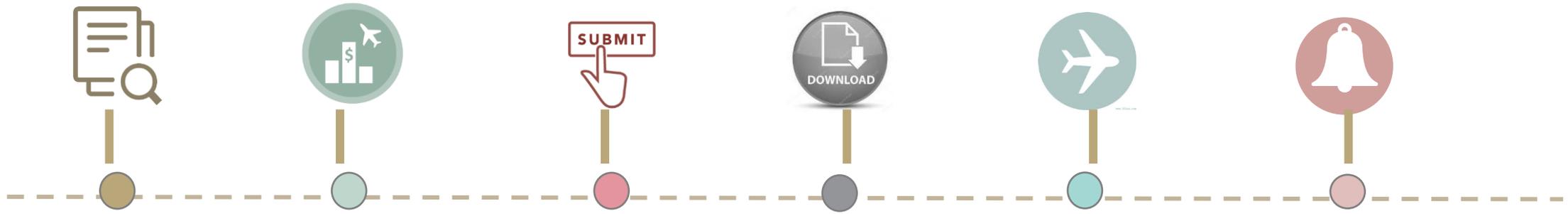


Cathay Agents (www.CXAgents.com)

Online Group Management – Group services

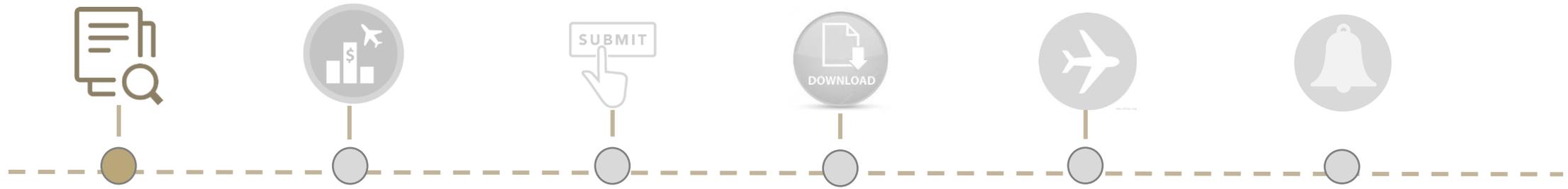
Quick reference guides

Table of contents



01	02	03	04	05	06
PASSENGER LIST	FARE INFORMATION	SUBMIT CX TO ISSUE TICKET	DOWNLOAD E-TICKET	CHECK-IN	MANAGE FLT NOTIFICATION
<ul style="list-style-type: none">• Search & select RLOC• enter/upload partial /full passenger list• Add special service request	<ul style="list-style-type: none">• verify applicable tax(es)• Add surcharges / tax exemption• Download exchange	<ul style="list-style-type: none">• Ability to view seat map and download exchange order after submitted "Submit CX to issue ticket".	<ul style="list-style-type: none">• Download group or passenger e-ticket itinerary receipt after ticketed..	<ul style="list-style-type: none">• Able to perform online group check-in for the departure flight time between 72-24 hours• Download/email boarding pass / check in summary• Change seat / cancel check in	<ul style="list-style-type: none">• Can either choose to automatically receive all OLMG group RLOCs related email notifications or choose to receive notifications only by selected RLOC(s).

1. Access OLGGM / PNR Search / Passenger List



01

PASSENGER LIST

- Search & select RLOC
- enter/upload partial/full passenger list
- Add special service request

02

FARE INFORMATION

- verify applicable tax(es)
- Add surcharges / tax exemption
- Download exchange

03

SUBMIT CX TO ISSUE TICKET

- Ability to view seat map and download exchange order after submitted "Submit CX to issue ticket".

04

DOWNLOAD E-TICKET

- Download group or passenger e-ticket itinerary receipt after ticketed..

05

CHECK-IN

- Able to perform online group check-in for the departure flight time between 72-24 hours
- Download/email boarding pass / check in summary
- Change seat / cancel check in

06

MANAGE FLT NOTIFICATION

- Can either choose to automatically receive all OLGGM group RLOCs related email notifications or choose to receive notifications only by selected RLOC(s).

1. Passenger list

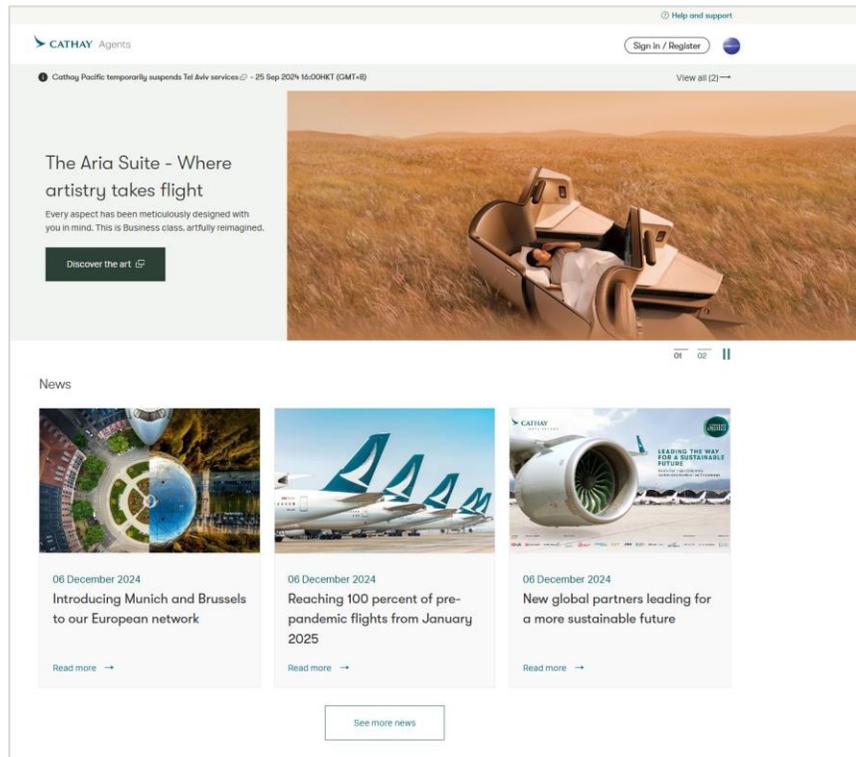
Go to Group Services (OLGM)



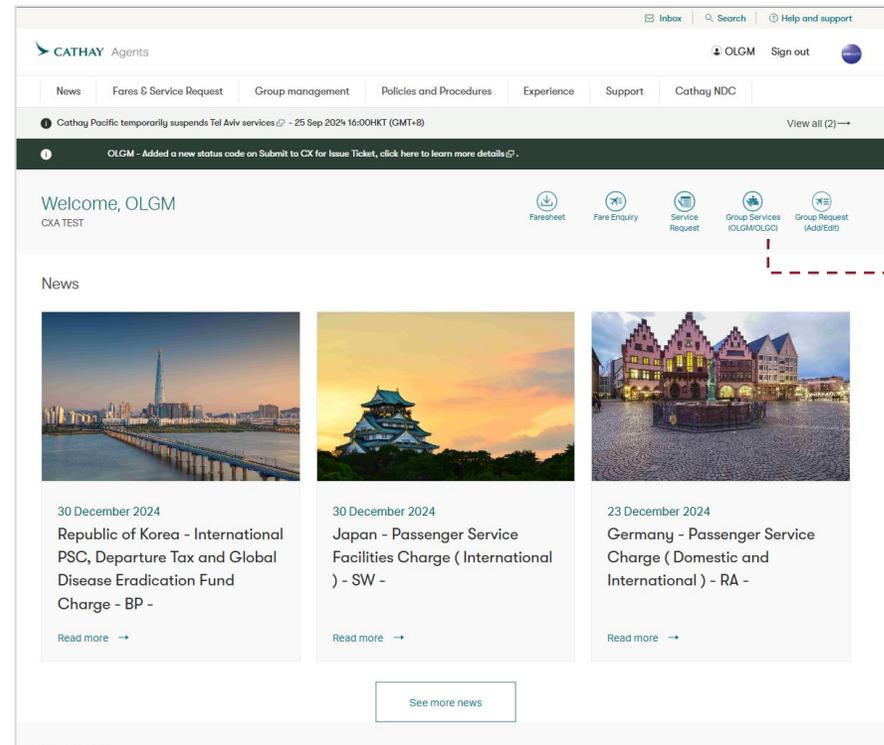
Group Services (OLGM)

View, search and manage group booking(s) including submitting passenger and fare information, downloading documents and performing online check in.

Sign in Cathay Agents www.cxagents.com



After logged in, choose Group Services (OLGM)



1. Passenger list PNR Search



To view / manage your group booking, please enter either RLOC or any other search fields. The system displays the requested PNR booking details.

BOOKING SUMMARY
Search results Refresh bookings

Search by

Reset

^ RLOC

RLOC
5RD5Y2

^ Flight information

Flight date (DDMMYYYY)

AIRLINE
CX

Flight no.

Origin Destination

^ Group ID

Group ID

^ Booking status

^ Payment status

Search

Search results for "RLOC : 5RD5Y2"

1 Incomplete passenger list View all

1 - 1 of 1 booking(s) Showing 5 | 10 | 15 booking(s)

5RD5Y2 Group size 16 Not ready to issue ticket

Flight itinerary

Flight no.	Flight date	Departure	Arrival	Status	Cabin	Check-in status
CX722	28Jun2024	KUL 13:10	HKG 17:20	HK	Economy	Not ready
CX745	29Jun2024	HKG 02:40	DXB 06:30	HK	Economy	Not ready

Ticket net fare

Adult	Child	Infant	Senior	FOC	Upgrade child
-	-	-	-	-	-

Payment status

- Deposit deadline - Deposit details >
- Full payment deadline -

Services

- Passenger details incomplete
- Fare information
- Seat assignment
- Download e-Ticket
- Download exchange order
- View check-in summary

BOOKING SUMMARY
Search results Refresh bookings

Search by

Reset

^ RLOC

RLOC

^ Flight information

FLIGHT DATE (DDMMYYYY)
01Jun2024

AIRLINE
CX

Flight no.

Origin Destination

^ Group ID

Group ID

^ Booking status

^ Payment status

Search

Search results for "Flight date (DDMMYYYY) : 01Jun2024"

2 Incomplete passenger list View all

1 - 5 of 10 booking(s) Showing 5 | 10 | 15 booking(s)

6OAJAH Group size 5 Not ready to issue ticket

Flight itinerary

Flight no.	Flight date	Departure	Arrival	Status	Cabin	Check-in status
CX393	31May2024	PEK 18:40	HKG 22:25	HK	Economy	Not ready
CX880	01Jun2024	HKG 00:05	LAX 22:15 -1	HK	Economy	Not ready
ARNK						
CX873	06Jun2024	SFO 00:55	HKG 06:00 +1	HK	Economy	Not ready
CX334	07Jun2024	HKG 07:30	PEK 10:50	HK	Economy	Not ready

Ticket net fare

Adult	Child	Infant	Senior	FOC	Upgrade child
-	-	-	-	-	-

Payment status

- Deposit deadline - Deposit details >
- Full payment deadline -

Services

- Passenger details incomplete
- Fare information
- Seat assignment
- Download e-Ticket
- Download exchange order
- View check-in summary

6NTZB6 Group size 5

Flight itinerary

Flight no.	Flight date	Departure	Arrival	Status	Cabin	Check-in status
CX337	31May2024	PEK 19:40	HKG 23:20	HK	Economy	Not ready
CX745	01Jun2024	HKG 01:55	DXB 06:30	HK	Economy	Not ready
CX746	06Jun2024	DXB 17:20	HKG 05:20 +1	HK	Economy	Not ready
CX334	07Jun2024	HKG 07:30	PEK 10:50	HK	Economy	Not ready

1. Passenger list

Go to Passenger List



Booking Summary

WYQOP4 Group size: 13 Not ready to issue ticket

Flight itinerary

Flight no.	Flight date	Departure	Arrival	Status	Cabin	Check-in status
CX504	26 Jul 2021	HKG 09:05	NRT 14:30	HK	Economy	Not ready
CX505	30 Jul 2021	NRT 18:30	HKG 22:25	HK	Economy	Not ready

Ticket net fare

Adult	Child	Infant	Senior	FOC	Upgrade child
-	-	-	-	-	-

Payment status

- Deposit deadline
- Deposit details >
- Full payment deadline

Services

- Passenger details** (1) Incomplete
- Fare information
- Download e-Ticket
- Download exchange order

Passenger Information Privacy

I acknowledge that I have the consent of each individual member of the group to share their details with Cathay Pacific, and to manage their booking and check-in. For detail please refer to the Cathay Pacific [Cathay Pacific Customer Privacy Policy](#).

Not now | **Agree and continue.**

- Search RLOC, click **Passenger details**,
 - A pop-up window will appear and request a group booking consent which to agree on the condition of **Passenger Information Privacy**.
 - Click on “Agree and continue”, system will turn to Passenger details page.
 - Passenger details** page allows you to add/remove/edit the saved passenger information before ticketed

Add passengers' details can be done **>by uploading file** (Use on Upload file can save your time, upload passenger details such as name, child age, travel document details, STID (sit together indicator), special meal, passenger contact and destination address all in one go.), or **>update manually**

- Mandatory field. Add Emergency and local contact of tour leader (Require at least one contact detail),
 - Add title, full name and contact number (Tool tips ⓘ – display list of country international calling codes),
 - Add more contact, click + **Contact** or remove unwanted contact details click – **Remove**

Passenger details page

Booking summary

Passenger details

Please provide passenger details by uploading a file or enter in below tables.

RLOC: SLEUFE Group size: 1

Emergency and local contact of tour leader (2)

Please provide at least one information for emergency and local contact of tour leader.

Title	Full Name	Country/region	Contact number
MR	TEST	852	23452345

+ Contact

Passenger list

Please provide all passengers' Title, Family / last name, Given / first and middle names to proceed.
An infant or child must be accompanied by a parent / legal guardian or a travel companion at least 18 years of age. For details, please click here.

#	Title	Family / last name	Given first and middle names	Gender	STID	Age	Pass Type	Infant
1	-	LEUNG	RRR	-	-	-	Adult	+ Infant

Travel document

Special service

Contact

Membership

On Passenger details page, **Mandatory fields:**

- Passenger list
- Travel document

Optional fields:

- Special service
- Passenger contact (subject to country requirement),
- Membership

1. Passenger list

Add Passenger – from file



Passenger details

Please provide passenger details by uploading a file or enter in below tables.

[Download template](#) [User guideline](#) [Upload file](#) 1

RLOC: 5HHZEI Group size: 1 [View details](#)

Emergency and local contact of tour leader

Please provide at least one information for emergency and local contact of tour leader. [Collapse edit mode](#)

Title	Full Name	Country / Region	Contact number
MR	JOHN	852	25889012

[+ Contact](#)

Passenger list

Please provide all passengers Title, Family / last name, Given / first and middle names to proceed.
An infant or child must be accompanied by a parent / legal guardian or a travel companion at least 18 years of age. For details, please click here. [Collapse edit mode](#)

#	Title	Family/ last name	Given/ first and middle names	Gender	STID	Pax type	Infant
1	MR	SAND	PHILIP	M		Adult	+ Infant

[Travel document](#)

[Special service](#)

[Contact](#)

[Membership](#)

[Save and proceed fare information](#) [Save and back to booking summary](#)

Preparation: prepare name list file.

You can add these data to name list file and upload on Passenger list;

- Passenger names,
- Travel document details,
- Special service,
- Passenger contact (subject to country requirement),
- Sit together indicator (STID)

Click [here](#) to download name-list template

- Click on **Upload file**, browse the file from your computer and press on OPEN,
 - Passenger name and details will be shown on **New add passenger List table**,

New add passenger list

Please provide all passengers Title, Family / last name, Given / first and middle names to proceed.
An infant or child must be accompanied by a parent / legal guardian or a travel companion at least 18 years of age. For details, please click here.

[Add passenger](#) [Remove passenger](#) [Manage columns](#)

Title	Family last name	Given/ first and middle names	Child age	Nationality	Travel docu.	Travel docu.	Country	Expiry date	Date of birth
<input type="checkbox"/>	MR	FOON	KAI YU	CHN	P	H034870800	CHN	01Feb2024	15Feb1995
<input type="checkbox"/>	MS	CHEUNG	KA YIU	CHN	P	H034870800	CHN	02Feb2024	25Jul1995
<input type="checkbox"/>	MS	WONG	WONG HOK YI	CHN	P	H034870800	CHN	03Feb2024	18Jul1995
<input type="checkbox"/>	MS	YIP	HOK YAN	CHN	P	H034870811	CHN	04Feb2024	31Dec1995

[Save to fields](#)

- Press **Save to fields** upload into passenger list.

Choose **Save and proceed fare information** to save passenger information and go to fare information, or

Choose **Save and back to booking summary** to save passenger information and return to booking detail page

1. Passenger list

Add / Edit Passenger details - manually



Mandatory fields

Passenger list

Please provide all passengers Title, Family / last name, Given / first and middle names to proceed.
An infant or child must be accompanied by a parent / legal guardian or a travel companion at least 18 years of age. For details, please click [here](#).

#	Title	Family/ last name	Given/ first and middle names	Gender	STID	Pax type	Infant
1	MRS	WELL	JULIA	F		Adult	+ Infant
2	MSTR	WELL	STEPHANIE	M		Child	

Travel document

Make sure group passenger travels with a valid passport to have an enjoyable trip.

Primary travel document

#	Title	Family/ last name	Given/ first and middle names	Nationality	Travel document type	Travel document number	Country / region of issue	Expiry date	Date of birth
1	MRS	WELL	JULIA	CHN	P	C6789021	CHN	19Dec2028	14Jan1981
2	MSTR	WELL	STEPHANIE	CHN	P	C6789023	CHN	21Dec2028	19Jan2017

Optional fields

Secondary travel document

#	Title	Family/ last name	Given/ first and middle names	Travel document type	Travel document number	Country / Region	Expiry date
1	MRS	WELL	JULIA	-			
2	MSTR	WELL	STEPHANIE	-			

Destination address

#	Title	Family/ last name	Given/ first and middle names	Type of address	Country region	Street	City	State code	Zip code
1	MRS	WELL	JULIA	Destination	USA	701 SOUTH BEAC	SFO	CA	94107

[US secure flight program](#)

[Canada Passenger Protect Program](#)

1. Passenger list
 - Click Edit icon
 - Choose title, add family/ last name, given /first and middle names
 - Choose passenger type, default is Adult
2. Primary travel document
 - Click Edit icon
 - Add Nationality / Country/region of issue – 3 letter code,
 ⓘ – list of country codes, e.g. CHN
 - Add Travel document type – to click dropdown menu and select option, e.g. Passport
 - Add Expiry date / Date of Birth format – DDMMMYYYY, e.g. 15FEB1981

STID (Sit together indicator)

- STID accepts 1 single letter between A – Z. You can assign the same letter to passengers for sitting together.
- Once submitted “Submit CX for issue ticket”, system will assign seats to each passenger according to STID (if available).

Secondary travel document

- Click Edit icon
- Nationality / Country/region of issue – 3 letter code,
- Travel document type –select option(Allen Card / US permanent resident card / Visa)
- Expiry date / Date of Birth format – DDMMMYYYY, e.g. 15FEB1981

Destination address

- Click Edit icon
- Type of address– Destination / Residence
- Country/region of issue – 3 letter code, e.g. USA
- Street – address detail, up to 35 characters including spaces
- City, State code & Zip code

Notes:

1. When group RLOC destination is US city, Destination address is a mandatory and require to complete all fields,
2. When the destination is non-US city, Destination address is an optional field

US secure flight program - Can add Redress or Known Traveller Number

Canada Passenger Protect Program - Can add Canadian Traveller Number

1. Passenger list

Option information – Add Special Meal for adult or child passenger



Special meal request deadline: at least 24 hours before your flight's departure

Special service

Meal request is only available up to 24 hours before your flight.

[Edit](#)

#	Title	FAMILY LAST NAME	GIVEN FIRST AND MIDDLE NAMES	Wheelchair	CX494	CX495
1	MRS	WELL	JULIA	<input type="checkbox"/>	-	-
2	MSTR	WELL	STEPHANIE	<input type="checkbox"/>	-	-

- Special meal options:
- - BLML
 - CHML
 - DBML
 - FPML
 - GFML
 - HNML
 - KSML
 - LCML
 - LFML
 - NLML
 - LSML
 - MOML
 - SPML
 - AVML
 - VJML
 - VOML
 - RVML
 - VGML
 - VLML

- 1
 - Search RLOC, click [Passenger details](#).
 - On Passenger details page, click on [Special services](#), click [Edit icon](#).
- 2
 - Select passenger and special meal from the 'Meal request' drop down list.
 - ⓘ – List of special meal code & description

1. Passenger list

Option information – Add Wheelchair



Special service

i Meal request is only available up to 24 hours before your flight.

[Collapse edit mode](#)

#	Title	FAMILY/ LAST NAME	GIVEN/ FIRST AND MIDDLE NAMES	Wheelchair	CX653	CX750
1	MR	FARM	FOREST	-	-	-
2	MISS	BROWN	MUSHROOM	-	-	-
3	MR	WELL	JANE	-	-	-

- Search RLOC, click [Passenger details](#).
• On Passenger details page, click on Special services, click Edit icon.
- Select passenger, select type of wheelchair
i - Wheelchair tool tip

Wheelchair Tool tip

Close

A wheelchair service, along with an attendant, is available for Cathay Pacific passengers who require it at no extra cost for all Cathay Pacific flights. The attendant will assist in transporting you within the airport area and to the gate or aircraft door (depending on the airport facilities).

Code	Wheelchair service
WCHR	R stands for ramp. Passenger can ascend/descend steps and make own way to/from cabin seat, but requires wheelchair for distance to/from aircraft, i.e., across ramp, finger dock or to mobile lounge, as applicable.
WCHS	S stands for steps. Passenger cannot ascend/descend steps, but is able to make own way to/from cabin seat; required wheelchair for distance to/from aircraft or mobile lounge and must be carried up/down steps.

Other Functionalities – Add Passenger Contact



With respect to some governments enacting a legislation to mandate airlines to notify passengers in case of flight irregularities (flight delay/cancellation/disruption) or other unexpected circumstances, please be advised that travel agents are required to collect and provide passenger contact information to Cathay Pacific (CX) for flight irregularities handling. We need your cooperation to input one email address or one mobile telephone number in group PNR.

^ [Contact](#) 1 [Collapse edit mode](#)

#	Title	Family/ last name	Given/ first and middle names	Country / Region	Mobile number	Email
1	MRS	WELL	JULIA	852	<input type="text"/>	<input type="text"/>
2	MSTR	WELL	STEPHANIE	852	<input type="text"/>	<input type="text"/>

- Search RLOC, click [Passenger details](#). Click Edit icon
 - On Passenger details page, click on [Special services](#), click Edit icon.
 - Add country/region, e.g. 852, mobile number, e.g. 67001234
Tool tips ⓘ – List of country calling codes,
or
 - Add email, e.g. xxxxxxx@gmail.com

📄 When group RLOC destination is UAE/US city, passenger contact is a **mandatory field** and required to add both mobile number and email for each traveller.

Other Functionalities – Add Membership Number



Membership 1 [Collapse edit mode](#)

#	Title	Family/ last name	Given/ first and middle names	Membership Number
1	MRS	WELL	JULIA	CX - <input type="text"/>
2	MSTR	WELL	STEPHANIE	CX - <input type="text"/>

- Search RLOC, click [Passenger details](#).
 - Click Edit icon
 - On Passenger details page, click on Membership, click Edit icon.
 - Add Cathay Pacific (CX) frequent flyer number for group passenger.

1. Passenger list

Other Functionalities – Add Infant (No booked seat)



Passenger list

#	Title	Family/ last name	Given/ first and middle names	Gender	STID	Pax type	Infant
1	MRS	WELL	JULIA	F		Adult	+ Infant 1

#	Title	Family/ last name	Given/ first and middle names	Gender	STID	Pax type	Infant
1	MRS	WELL	JULIA	F		Adult	
-	MISS	WELL	BABY	F		INF	- Remove

Primary travel document Collapse edit mode

#	Title	Family/ last name	Given/ first and middle names	Nationality	Travel document type	Travel document number	Country / region of issue	Expiry date	Date of birth
1	MRS	WELL	JULIA	CHN	Passpoi	C6789021	CHN	19DEC2028	14JAN1981
-	MISS	WELL	BABY		-				

Special service Collapse edit mode

Meal request is only available up to 24 hours before your flight.

#	Title	FAMILY/ LAST NAME	GIVEN/ FIRST AND MIDDLE NAMES	Wheelchair	CX494	CX495
1	MRS	WELL	JULIA	<input type="checkbox"/>	-	-
-	MISS	WELL	BABY	<input type="checkbox"/>	-	-
2	MSTR	WELL	STEPHANIE	<input type="checkbox"/>	-	-

#	Title	Family/ last name	Given/ first and middle names	Gender	STID	Pax type	Infant
1	MRS	WELL	JULIA	F		Adult	
-	MSTR	WELL	BABY	M		INF	- Remove

1. Eligible passenger type codes : Adult & Senior
Choose passenger and click on **+ Infant**
2. Mandatory information for infant passenger:
 - Gender, surname, given name and travel document details
3. Need baby meal
Go to Special services, select meal for infant passenger, **BBML** - Baby Meal (0-23 months) or **SPML** - Request child meal for infant (this special meal cannot be confirmed instantly and all on request basis.)

Special meal request deadline: at least 24 hours before your flight's departure.

Delete infant passenger

- Once click on "Remove", all related information such as name, travel document details and special meal request were deleted.

1. Passenger list

Other Functionalities – Add Passenger detail - Single Name



Passenger list

- Please provide all passengers Title, Family / last name, Given / first and middle names to proceed.
- An infant or child must be accompanied by a parent / legal guardian or a travel companion at least 18 years of age. For details, please click [here](#).

[Collapse edit mode](#)

#	Title	Family/ last name	Given/ first and middle names	Gender	STID	Pax type	Infant
1	MR	MAHAMMADMAULAAA		M		Adult	+ Infant
2	MRS	BROWN	JULIA	F		Adult	+ Infant

If your group passenger name only consists of a **single** name, e.g: MAHAMMADMAULAAA, please fill up in the "**Family / Last name**" field.



1. Passenger list

Save and Proceed to Booking Summary



Passenger details
Please provide passenger details by uploading a file or enter in below tables.

Download template
User guideline
Upload file

RLOC: SHIZEI Group size: 1 View details

Emergency and local contact of tour leader

Please provide at least one information for emergency and local contact of tour leader.

Title	Full Name	Country / Region	Contact number
MR	JOHN	852	25889012 - Remove

+ Contact

Passenger list

Please provide all passengers Title, Family / last name, Given / first and middle names to proceed.
An infant or child must be accompanied by a parent / legal guardian or a travel companion at least 18 years of age. For details, please click here.

#	Title	Family/ last name	Given/ first and middle names	Gender	STID	Pax type	Infant
1	MR	SAND	PHILIP	M		Adult	- Infant

Travel document

Special service

Contact

Membership

Save and proceed fare information Save and back to booking summary

To confirming changes to existing records,

Click **Save and back to booking summary** to save passenger information and return to booking detail page,

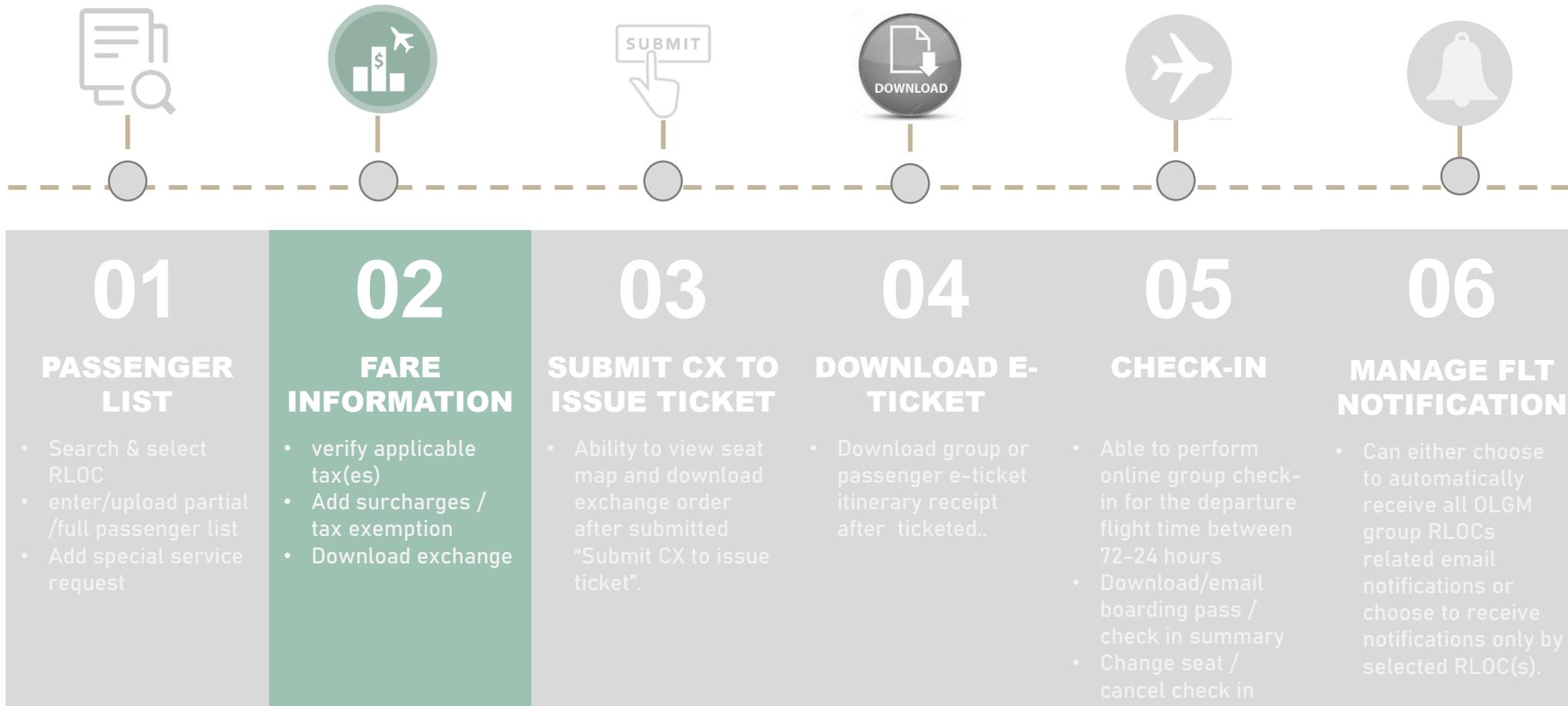
or

Click **Save and proceed fare information** to save passenger information and go to fare information.

Save and proceed fare information

Save and back to booking summary

2. Fare Information Page



2. Fare Information

Go to Fare Information Page



Booking Summary

55QVNK Group size 2

Flight itinerary

Flight no.	Flight date	Departure	Arrival	Status	Cabin	Check-in status
CX494	07Sep2024	HKG 10:20	TPE 12:20	HK	Economy	Not ready
CX495	14Sep2024	TPE 13:20	HKG 15:20	HK	Economy	Not ready

Ticket net fare

Adult	Child	Infant	Senior	FOC	Upgrade child
HKD2,770	-	-	-	-	-

Payment status

S Deposit deadline

[Deposit details >](#)

Services

👤 **Passenger details** ✔ Completed

✖ **Fare information** ⚠ Incomplete 1

🪑 **Seat assignment**

Fare Information page can view/add fare, taxes information, update payment details, add surcharges, tax exemption and fare remarks.

1 Search RLOC, Click [Fare information](#) to submit passenger information.

Notes:

If you would like to view the applicable taxes/taxes breakdown details but not update the record, can click "< Booking summary" go back booking detail page.

Fare Information page

< Booking summary

Fare information

You may view / enter fare and tax information for ticket issuance

RLOC: 55QVNK Group size: 2 [View details](#)

ⓘ **Taxes** Please note taxes are refreshes regularly to reflect real-time changes.

Ticket fare details ⓘ

All fields are required unless marked as optional.

Select form of payment: ▼

Fare calculation

Pax type	Tour code	Net fare	Taxes	Number of pax	Sub-total
Adult		2,770	799	x 1	3,569
Child		2,080	679	x 1	2,759
Infant		280	559	x 1	839
Grand total					HKD7,167

I understand the taxes displayed are only available for 7 days and have settled down payment before the deadline.

Fare calculation

Pax type	Tour code	Net fare	Taxes	Number of pax	Sub-total
Adult		2,770	799	x 1	3,569
Tax code		Tax amount	Tax exemption		
	YR	414	<input type="checkbox"/>		
	G3	90	<input type="checkbox"/>		
	HK	120	<input type="checkbox"/>		
	I5	55	<input type="checkbox"/>		
	TW	120	<input type="checkbox"/>		
Child		2,080	679	x 1	2,759
Infant		280	559	x 1	839

2. Fare Information

Fare Information Page



Ticket fare details ⓘ All fields are required unless marked as optional.

1. SELECT FORM OF PAYMENT
Cheque

Fare calculation

Pax type	Tour code	Net fare	Taxes	Number of pax	Sub-total
Adult		2,770	799	x 1	3,569
Child		2,080	679	x 1	2,759
Infant		280	559	x 1	839

Grand total **HKD7,167**

2. I understand the taxes displayed are only available for 7 days and have settled down payment before the deadline.

Surcharges
Optional fields.

Surcharges	Net fare	Number of pax	Sub-total
Additional charges	0	x 3	0
Re-routing	0	x 3	0
Split return	0	x 3	0
Upgrade	0	x 3	0

Grand total **HKD0**

3.

Grand total **HKD 7,167** [Save and back to booking summary](#)

1. Choose **Form of payment**.

- If group PNR created from GSO, not necessary enter tour code and net fare pre-filled by system.
- For non-GSO PNR, please add tour code and net fare.

GSO PNR

Fare calculation

Pax type	Tour code	Net fare
Adult		2,770
Child		2,080
Infant		280

NON-GSO PNR

Fare calculation

Pax type	Tour code	Net fare
Adult	FFXXXXXXXX	2,000
Child	FFXXXXXXXX	1,550
Infant	FFXXXXXXXX	200

2. Check the box and pending settle the payment within 7 days.

3. To confirming save the existing records, click **Save and back to booking summary** to save fare information.

For any additional surcharges can add on this box, i.e. Additional fare, XBAG – prepaid extra baggage charges, CBBG - oversized cabin baggage charges,

2. Fare Information

Other Functionalities - Add Tax Exemption



Fare calculation					
Pax type	Tour code	Net fare	Taxes	Number of pax	Sub-total
Adult		2,340	826 1 <input type="checkbox"/>	x 3	9,498

To apply your group passenger travel tax exemption, please click on to view the tax breakdown, select the tax code and enter exemption reason.

Fare calculation					
Pax type	Tour code	Net fare	Taxes	Number of pax	Sub-total
Adult		2,340	826 <input type="checkbox"/>	x 3	9,498
Tax code	Tax amount	Tax exemption			
YR	506	<input type="checkbox"/>			
G3	90	<input type="checkbox"/>			
HK	120	<input checked="" type="checkbox"/> 2 <input type="text" value="same day connect by ferry CK1774 CKSHKG"/>			
I5	55	<input type="checkbox"/>			
E7	8	<input type="checkbox"/>			
E7	8	<input type="checkbox"/>			
G8	4	<input type="checkbox"/>			
G8	4	<input type="checkbox"/>			
TS	151	<input type="checkbox"/>			

1. Select the passenger type, click [v] to view taxes details
2. Select the tax code and enter exemption reason.

2. Fare Information

Other Functionalities - Add Taxes Breakdown (mixed cabin Economy + Business / PEY v.v.)



Booking summary

Fare information

You may view / enter fare and tax information for ticket issuance

RLOC: **6CKZWU** Group size: **2** [Collapse details](#)

Flight No.	Flight date	Departure	Arrival	Status	Cabin
CX785	23JUN2023	HKG 09:30	BKK 11:30	HK	Business
CX708	26JUN2023	BKK 17:30	HKG 21:30	HK	Economy

Ticket fare details

SELECT FORM OF PAYMENT:

Fare calculation

Pax type	Tour code	Net fare	Taxes	Number of pax	Sub-total
Adult		3,260	0	x 1	3,260
Child		2,440	0	x 1	2,440

Grand total: HKD 5,700

I understand the taxes displayed are only available for 7 days and have settled down payment before the deadline.

Automatically taxes quotation is not applicable for below itinerary:

- Mixed cabin with economy class (G/cls) and premium economy (PEY), business (J) or first (A), travel agent is required to enter tax(es) breakdown manually.

- Click on to open taxes table
- Add applicable tax code and tax amount, click to add more rows

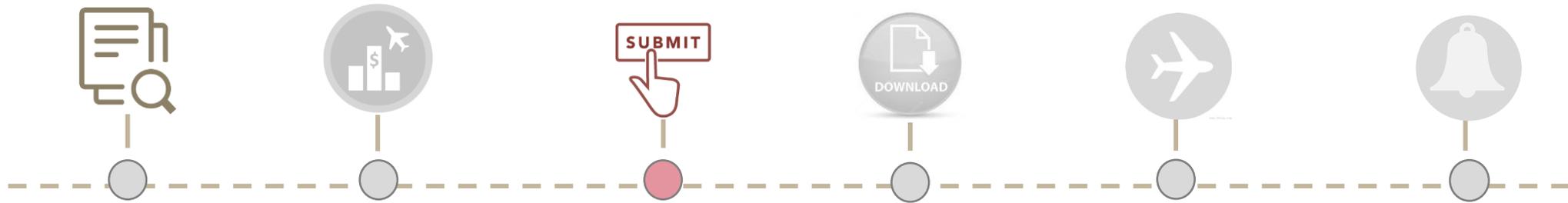
Fare calculation

Pax type	Tour code	Net fare	Taxes	Number of pax	Sub-total
Adult		3,260	938	x 1	4,198

Tax code	Tax amount	
YR	414	- Remove tax
G3	160	- Remove tax
HK	120	- Remove tax
I5	55	- Remove tax
E7	9	- Remove tax
E7	9	- Remove tax
G8	4	- Remove tax
G8	4	- Remove tax
TS	163	- Remove tax

2

3. Submit CX to Issue Ticket / Exchange order / View seat



01	02	03	04	05	06
PASSENGER LIST	FARE INFORMATION	SUBMIT CX TO ISSUE TICKET	DOWNLOAD E-TICKET	CHECK-IN	MANAGE FLT NOTIFICATION
<ul style="list-style-type: none">• Search & select RLOC• enter/upload partial /full passenger list• Add special service request	<ul style="list-style-type: none">• verify applicable tax(es)• Add surcharges / tax exemption• Download exchange	<ul style="list-style-type: none">• Ability to view seat map and download exchange order after submitted "Submit CX to issue ticket".	<ul style="list-style-type: none">• Download group or passenger e-ticket itinerary receipt after ticketed..	<ul style="list-style-type: none">• Able to perform online group check-in for the departure flight time between 72-24 hours• Download/email boarding pass / check in summary• Change seat / cancel check in	<ul style="list-style-type: none">• Can either choose to automatically receive all OLGm group RLOCs related email notifications or choose to receive notifications only by selected RLOC(s).

3. Submit to CX for issue ticket

Submit to CX for Ticket Issue



5572SS Group size 10 Submit to CX for issue ticket

Flight itinerary

Flight no.	Flight date	Departure	Arrival	Status	Cabin	Check-in status
CX705	04Feb2025	HKG 08:30	BKK 10:40	HK	Economy	Not ready
CX708	08Feb2025	BKK 17:40	HKG 21:25	HK	Economy	Not ready

Ticket net fare

Adult	Child	Infant	Senior	FOC	Upgrade child
HKD1,015	-	-	-	-	-

Payment status

- Deposit deadline: Completed
- Full payment deadline: Completed

Services

- Passenger details: Completed
- Fare information: Completed
- Submit to CX for issue ticket: Incomplete
- Seat assignment: Available
- Download e-Ticket: Available
- Download exchange order: Available
- View check-in summary: Available

Submit to CX for issue ticket

RLOC: 5572SS Group size: 10

Fare taxes Please note this is final taxes, it may differ from your previous application.

Fare information | Passenger list | Passenger contact | Travel document | Special service | Membership

Ticket fare details Form of payment: CHQ BMD number: -

Fare calculation

Fare type	Fare code	Net fare	Taxes	Number of pax	Sub-total
Adult	-	1,015	787	x 10	18,020
					Grand total: HKD18,020

Balance of payment: HKD18,020 Submit

Confirmation for submit issue ticket

Please note that the following information cannot be edit and issue ticket cannot be undone after submission.

These sections will be view only after submission

- Flight itinerary
- Passenger list
- Fare information

Cancel Submit

When group booking is finalized and ready to issue ticket, you can submit to CX for ticket issue and settle final payment.

1. Search RLOC, either click on either one of the [Submit to CX for issue ticket](#)
2. Click [Submit](#), a pop-up window will appear, click [Submit](#).

Important notes:

- Once the group booking are finalized and submitted “Submit to CX for issue ticket”, no changes (including flight itinerary, passenger and fare details) will be permitted.
- Once submitted “Submit to CX for issue ticket”, CX sales office offer 7 days guarantee on these quoted taxes, please settle the payment within 7 days. CX reserve the right to re-quote the tax(es) if payment overdue.

Payment status

- Deposit deadline: Paid
- Full payment deadline: Paid

Services

- Passenger details: Completed
- Fare information: Completed
- Submit to CX for issue ticket: Completed
- Seat assignment: Available
- Download e-Ticket: Available
- Download exchange order: Available
- View check-in summary: Available

When “Submit to CX for ticket issue” successfully status goes to “COMPLETED”

“Seat arrangement” is available. If you find the icon is un-clickable, please click Refresh bookings.

[Refresh bookings](#)

3. Submit to CX for issue ticket

Other Functionalities - Download Exchange Order



Booking Summary

636DMG Group size 10
[View ticket details](#)

Flight itinerary

Flight no.	Flight date	Departure	Arrival	Status	Cabin	Check-in status
CX603	30Sep2023	HKG 19:10	KTM 22:10	HK	Economy	Not ready
CX640	07Oct2023	KTM 23:20	HKG 06:10 +1	HK	Economy	Not ready

Ticket net fare

Adult	Child	Infant	Senior	FOC	Upgrade child
HKD4,740	HKD3,560	HKD480	-	HKD0	-

Payment status

- S Deposit deadline
 - ✔ Paid
 - [Deposit details >](#)
- S Full payment deadline
 - ✔ Paid

Services

- P Passenger details ✔ Completed
- F Fare information ✔ Completed
- S Submit to CX for issue ticket ✔ Completed
- S Seat assignment
- D Download e-Ticket
- D Download exchange order 1
- V View check-in summary

Once Fare Information status reflected “Completed” or submitted “Submit CX to issue ticket”, “Download Exchange order” is available.

1. Search RLOC, click on [Download exchange order](#)
2.
 - Choose > Print > Save as PDF
 - Save the file to your local file

Cathay Agents

Exchange order

Total group size	Fare submission date	IATA number	License number
10	27Sep2023	1330463	JEBSEN

First departure date	Flight number	Agency name	Group name
30Sep2023	CX603	JEBSEN TRAVEL LIMITED	HKDCGLNANHWAKTMADHOCBUDDHIS

Ticket fare summary

RLOC	Form of payment	Deposit number	Deposit amount	Balance of payment
636DMG	Cheque	-	-	-66,255

Deposit amount: HKD0
 Grand total: HKD66,255
 Balance of payment: HKD-66,255

RLOC summary

636DMG Group size 10

Flight number	Flight date	Departure	Arrival	Day	Class / Status	Stop
CX603	30Sep2023	HKG 19:10	KTM 22:10	Sat	G/19K	Non-stop
CX640	07Oct2023+1	KTM 23:20	HKG 06:10	Sat / Sun	G/19K	Non-stop

Par type	Tour code	Net fare	Tax	Number of pax	Total	Tax exemption code
Adult	-	4,740	1,462	7	43,414	-
Child	-	3,560	1,342	2	9,804	-
FOC	-	-	1,462	1	1,462	-
Infant	-	480	1,095	1	1,575	-

Surcharges per pax	Re-routing	Split return	Upgrade
Enroute stopover	0	0	0

Balance of payment: HKD-66,255

Fare information / remarks

-

Print 1 page

Destination 2 Save as PDF

Pages: All

Pages per sheet: 1

Margins: Default

Options

- Headers and footers
- Background graphics

3. Submit to CX for issue ticket

Other Functionalities - View Seat



Booking Summary

636DMG Group size 10 [View ticket details](#)

Flight itinerary

Flight no.	Flight date	Departure	Arrival	Status	Cabin	Check-in status
CX603	30Sep2023	HKG 19:10	KTM 22:10	HK	Economy	Not ready
CX640	07Oct2023	KTM 23:20	HKG 06:10 +1	HK	Economy	Not ready

Ticket net fare

Adult	Child	Infant	Senior	FOC	Upgrade child
HKD4,740	HKD3,560	HKD480	-	HKD0	-

Payment status

Deposit deadline: ✓ Paid
Deposit details >

Full payment deadline: ✓ Paid

Services

1 **Seat assignment** Completed

✓ Fare information Completed

✓ Submit to CX for issue ticket Completed

✓ Download e-Ticket

✓ Download exchange order

[View check-in summary](#)

Once submitted “Submit CX to issue ticket”, “[Seat arrangement](#)” is available. You can view each flights’ pre-assigned seats. If STID (sit together indicator) is available, system will assign seats to each passenger according to the STID.

1. Search RLOC, click on [Seat assignment](#)
2. Click on flight segment to view each seat arrangement.

Notes:

For large group size RLOC, can enter keyword to search specific passenger seat arrangement, or

- Click on menu to select option

View by [Passenger name A to Z](#)

- ✓ Passenger name A to Z
- Passenger name Z to A
- STID A to Z**
- STID Z to A
- Seat Number in ascending order
- Seat Number in descending order

View seat assignment 2

Check out the seat options.

RLOC: **636DMG** Group size: 10 [View details](#)

Select flight sector: **CX603 HKG To KTM** **CX640 KTM To HKG**

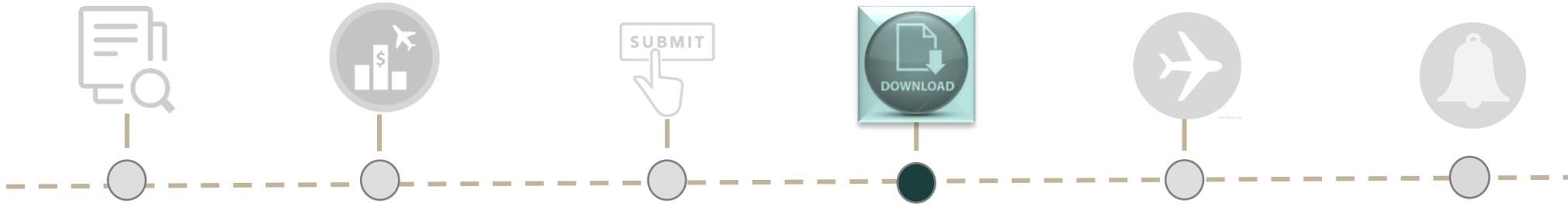
Passenger list

View by: [STID A to Z](#)

STID	Passenger Name	Seat
STID A	MR FARM FOREST + MSTR FARM BREAD	53H
STID A	MISS FARM WOOD	53K
STID B	MR DEEP RED	54G
STID C	MISS BROWN CANDY	51D
STID C	MS BROWN CHARLES	51E
STID C	MR BROWN MUSHROOM	51F
STID D	MS WELL JANE	52D
STID D	MR WELL JOHNATHAN	52E

Legend: Reserved Unavailable Extra legroom

4. Download E-ticket Itinerary Receipt



01	02	03	04	05	06
PASSENGER LIST	FARE INFORMATION	SUBMIT CX TO ISSUE TICKET	DOWNLOAD E-TICKET	CHECK-IN	MANAGE FLT NOTIFICATION
<ul style="list-style-type: none">• Search & select RLOC• enter/upload partial /full passenger list• Add special service request	<ul style="list-style-type: none">• verify applicable tax(es)• Add surcharges / tax exemption• Download exchange request	<ul style="list-style-type: none">• Ability to view seat map and download exchange order after submitted "Submit CX to issue ticket".	<ul style="list-style-type: none">• Download group or passenger e-ticket itinerary receipt after ticketed..	<ul style="list-style-type: none">• Able to perform online group check-in for the departure flight time between 72-24 hours• Download/email boarding pass / check in summary• Change seat / cancel check in	<ul style="list-style-type: none">• Can either choose to automatically receive all OLG M group RLOCs related email notifications or choose to receive notifications only by selected RLOC(s).

4. Download E-ticket Itinerary Receipt

Download / Email E-ticket Itinerary Receipt



5VGEIK Group size 5
View successful ticket details

Flight itinerary

Flight no.	Flight date	Departure	Arrival	Status	Cabin	Check-in status
CX705	01Dec2022	HKG 08:30	BKK 10:40	HN	Economy	Not ready
CX702	04Dec2022	BKK 19:15	HKG 22:55	HN	Economy	Not ready

Ticket net fare

Adult	Child	Infant	Senior	FOC	Upgrade child
HKD2,340	-	-	-	-	-

Payment status

- S Deposit deadline ✔ Paid
[Deposit details >](#)
- S Full payment deadline ✔ Paid

Services

- P Passenger details ✔ Completed
- F Fare information ✔ Completed
- S Submit to CX for issue ticket ✔ Completed
- S Seat assignment
- D Download e-Ticket 1
- D Download exchange order
- V View check-in summary

- After CX sales office issued ticket, [Download E-ticket](#) is available.
- Download e-ticket page consists of two session;
 - Download group e-ticket
 - Send email to passenger

1. Click on [Download e-Ticket](#)

On Download e-ticket page consists of 2 tabs;

- Download group e-ticket
- Send email to passenger

Download e-ticket

After CX Ticket Office issued e-ticket for the group, this function is available to download group or e-ticket itinerary

RLOC	Group size	Fare	View details
5VGEIK	5	Group	▼

Download group e-ticket [Send email to passenger](#)

Send all e-ticket to one email

Passenger listing Edit email

<input type="checkbox"/>	#	Title	Family / last name	Given / first and middle name	Ticket number	Email address
<input type="checkbox"/>	1	MS	ENG	LYKANHARITH	1602345613378	rebecca_leung@cathaypacific.com
<input type="checkbox"/>	2	MS	HOUR	MONIRATH	1602345613379	rebecca_leung@cathaypacific.com
<input type="checkbox"/>	3	MS	MAO	SREYMOM	1602345613380	rebecca_leung@cathaypacific.com
<input type="checkbox"/>	4	MS	PHO	VORLEAK	1602345613381	rebecca_leung@cathaypacific.com
<input type="checkbox"/>	5	MS	SOVANN	CHANSO	1602345613382	-

0 Passenger(s) selected

4. Download E-ticket Itinerary Receipt

Download Group E-ticket



Download e-ticket

After CX Ticket Office issued e-ticket for the group, this function is available to download group or e-ticket itinerary

RLOC: 5VGEIK Group size: 5 Fare: Group [View details](#)

1 [Download group e-ticket](#) [Send email to passenger](#)

Passenger listing

1 Please select the Meals requested by flight sector.

#	Title	Family / last name	Given / first and middle name	Pax type	Ticket number	Wheelcha...	CX705	CX702
1	MS	LNG	LYKANNIWHIII	Adult	1602345613378	-	-	-
2	MS	HOUP	MONRATH	Adult	1602345613379	-	-	-
3	MS	WAO	SEFYMDM	Adult	1602345613380	-	-	-
4	MS	PHO	WOTFAK	Adult	1602345613381	-	-	-
5	MS	BUMMN	QIMNSD	Adult	1602345613382	-	-	-

Endorsement / restrictions: AGT2010001 T9/GTT/NONEND NONRERTE NONREF VALID ON FLT/DATE SHOWN VALID CX ONLY

Airlines: CX - Cathay Pacific Airways Limited
Air Transportation and other services to be provided by Cathay Pacific Airways are subject to the terms and conditions stated in condition of contract and notices, supplied here with and made part of the contract of carriages.

Condition of contract: **2** I agree to the terms and condition written in ["Condition of Contract"](#) and I am noticed it is my obligation to provide customer with a copy of the Condition of Contract (ticket notice). Delivery by fax or other electronic means are equally acceptable.

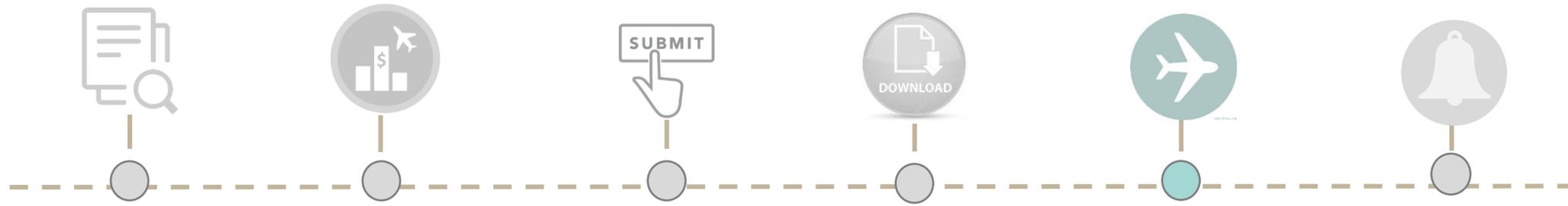
3 [Download](#)

Group e-ticket is designed to provide essential information such as, ALL group members name, passenger type code, ticket number and special service request.

1. Click on **Download group e-Ticket**
2. Check the box on Condition of contract
3. Click on **Download** icon and save the to your computer.

[Click here to view sample of Group e-ticket](#)

5. Online Group Check-in



01	02	03	04	05	06
PASSENGER LIST	FARE INFORMATION	SUBMIT CX TO ISSUE TICKET	DOWNLOAD E-TICKET	CHECK-IN	MANAGE FLT NOTIFICATION
<ul style="list-style-type: none">• Search & select RLOC• enter/upload partial /full passenger list• Add special service request	<ul style="list-style-type: none">• verify applicable tax(es)• Add surcharges / tax exemption• Download exchange	<ul style="list-style-type: none">• Ability to view seat map and download exchange order after submitted "Submit CX to issue ticket".	<ul style="list-style-type: none">• Download group or passenger e-ticket itinerary receipt after ticketed..	<ul style="list-style-type: none">• Able to perform online group check-in for the departure flight time between 72-24 hours• Download/email boarding pass / check in summary• Change seat / cancel check in	<ul style="list-style-type: none">• Can either choose to automatically receive all OLGm group RLOCs related email notifications or choose to receive notifications only by selected RLOC(s).

5. Check in Online Group Check in



BOOKING SUMMARY
Search results [Refresh bookings](#)

Search by

Search result(s) for "RLOC : STU4K6"
1 - 1 of 1 booking(s) Showing 5 | 10 | 15 booking(s)

STU4K6 Group size 5 [View successful ticket details](#)

Flight itinerary

Flight no.	Flight date	Departure	Arrival	Status	Cabin	Check-in status
CX659	08Jun2022	HKG 01:40	SIN 05:30	HK	Economy	Check-in 1

Ticket net fare

Adult	Child	Infant	Senior	FOC	Upgrade child
HKD1,000	HKD700	-	-	-	-

Payment status

- Deposit deadline: Paid
- Full payment deadline: Paid

Services

- Passenger details: Completed
- Seat assignment: Completed
- Fare information: Completed
- Download e-Ticket: Completed
- Submit to CX for issue ticket: Completed
- Download exchange order: Completed

Online check-in is available when,

- Flight is going to be departed within 72 hours on economy class and 48 hours for business class;
- Connecting flight is going to be departed within 48 hours for all class of services

1. Click on **Check in** to **Online group check-in** page
2. Select "ALL" or choose by passenger name item
3. Please accept the agreement, press on **Check in**
4. **Online group check-in summary** page will appear after checked-in, Download boarding pass, Select seat, Cancel check-in and Download check-in summary are available on this page.

Online group check-in

Your trip from **HKG** to **SIN** is now ready for check-in.
Please review all the information to proceed online group check-in.

RLOC	Group size	Flight Itinerary	Cabin
STU4K6	5	08 Jun 2022 CX659 Departure 01:40 Arrival 05:30 Operated by CATHAY PACIFIC	Y

Select passenger

Please update all the Travel document if you want to proceed to check-in.

Passenger details

#	Title	Family / last name	Given / first and middle name	Seat number	
<input checked="" type="checkbox"/>	1	MS	CHEUNG	KA YIU	66A
<input checked="" type="checkbox"/>	2	MISS	CHEUNG	MEI LEE	66D
<input checked="" type="checkbox"/>	3	MR	POON	KAI YU	66C
<input checked="" type="checkbox"/>	4	MS	WONG	WONG HOK YI	66E
<input checked="" type="checkbox"/>	5	MS	YIP	HOI YAN	66F

Security notice

Please confirm you have read and understood the following baggage requirements for your own safety and the safety of your fellow passengers.

Security notice
You must not carry items for others or prohibited or dangerous items

Dangerous goods
No explosives, no flammable radioactive, oxidising, corrosive, toxic materials

Batteries
No spare batteries of any type (including portable or integrated power bank) in your check-in baggage

[Read all security notice](#)

I agree that passenger baggage complies to the aforementioned safety advice and regulations.

5 passenger(s) selected [Check in](#)

Online group check-in summary

You are able to download check-in summary for your further operation, you may also download boarding pass, select seat and cancel check-in.

RLOC	Group size	Flight Itinerary	Cabin
STU4K6	5	08 Jun 2022 CX659 Departure 01:40 Arrival 05:30 Operated by CATHAY PACIFIC	Y

Passenger check-in status

You have 5 passenger(s) checked in and 0 passenger(s) not checked in.

#	Title	Family / last name	Given / first and middle name	Passenger type	Seat number	Check-in status
1	MS	CHEUNG	KA YIU	Adult	66A	Checked-in
2	MISS	CHEUNG	MEI LEE	Child	66D	Checked-in
3	MR	POON	KAI YU	Adult	66C	Checked-in
4	MS	WONG	WONG HOK YI	Adult	66E	Checked-in
5	MS	YIP	HOI YAN	Adult	66F	Checked-in

[Download boarding pass](#)
Here you are able to access and download all boarding passes.

[Select seat](#)
Please select your seats for your passenger through this page.

[Cancel check-in](#)
If you would like to cancel your check-in, please click this page.

[Download check-in summary](#)

5. Check in

Other Functionalities – Download / View check-in summary



Booking Summary

5TU4K6 Group size 5
View successful ticket details

Flight itinerary

Flight no.	Flight date	Departure	Arrival	Status	Cabin	Check-in status
CX659	08Jun2022	HKG 01:40	SIN 05:30	HK	Economy	Cancel check-in

Ticket net fare

Adult	Child	Infant	Senior	FOC	Upgrade child
-	-	-	-	-	-

Payment status

- S Deposit deadline ✔ Paid
Deposit details >
- S Full payment deadline ✔ Paid

Services

P Passenger details ✔ Completed

F Fare information ✔ Completed

S Seat assignment

D Download e-Ticket

E Download exchange order

V View check-in summary 1

You can view / download check in summary after checked-in.

- 1 Search RLOC, Click [View check-in summary](#).
2. [Online group check-in summary](#) page will be returned, Select seat, Cancel check-in and Download check-in summary are available on this page. Click on [Download check-in summary](#) can download the file.

< Search results

Online group check-in summary

You are able to download check-in summary for your further operation, you may also download boarding pass, select seat and cancel check-in.

RLOC	Group size	Flight itinerary	Cabin
5TU4K6	5	08 Jun 2022 CX659 HKG to SIN	Y

Passenger check-in status

You have **5 passenger(s) checked in** and **0 passenger(s) not checked in**.

#	Title	Family / last name	Given / first and middle name	Passenger type	Seat number	Check-in status
1	MS	CHEUNG	KA YIU	Adult	66A	Checked-in
2	MISS	CHEUNG	MEI LEE	Child	66D	Checked-in
3	MR	POON	KAI YU	Adult	66C	Checked-in
4	MS	WONG	WONG HOK YI	Adult	66E	Checked-in
5	MS	YIP	HOI YAN	Adult	66F	Checked-in

D **Download boarding pass**
 Here you are able to access and download all boarding passes.
[Download >](#)

S **Select seat**
 Please select your seats for your passenger through this page.
[Arrange a seat >](#)

C **Cancel check-in**
 If you would like to cancel your check-in, please click this page.
[Cancel >](#)

2

Download check-in summary

5. Check in Other Functionalities – Select seat



Booking Summary

You can change seats for your group members after checked-in. View check-in summary can show you the latest seat you have selected.

- 1 Search RLOC, Click [View check-in summary](#).
2. Click on [Select seat](#)
- 3 Click on [Edit seat](#), select passenger
- 4 Select the seat you want to change from the seat map, click [Save](#)

Seat selection

Cathay Pacific will endeavor to retain your seat selection. However, for operational reasons, Cathay Pacific may have to re-assign seats without prior notice.

RLOC	Group size	Flight itinerary				Cabin
STU4K6	5	08 Jun 2022 CX659 HKG to SIN	Departure 01:40	Arrival 05:30	Operated by CATHAY PACIFIC	Y

Select passenger

Select a passenger by clicking on his/her name in the passenger list then you can see the assigned seat No. You can also assign passenger to other available seat by clicking on [Edit seat](#) button.

5. Check in

Other Functionalities – Cancel check in



N4OPI6 Group size 5 [View successful ticket details](#)

Flight itinerary

Flight no.	Flight date	Departure	Arrival	Status	Cabin	Check-in status
CX564	20Sep2019	HKG 08:10	TPE 10:00	HK	Economy	Cancel check-in 1

- 1 Search RLOC, Click [Cancel check-in](#).
- 2 Select passenger (If all passengers in PNR were checked-in, button label will be displayed [Cancel check-in*](#)).
- 3 Click [Cancel check-in](#)

Select passenger

<input type="checkbox"/>	#	Title	Family / last name	Given / first and middle name	Seat number
<input type="checkbox"/>	1	MS	CHEUNG	KA YIU	49G
<input checked="" type="checkbox"/>	2	MISS	CHEUNG	MEI LEE	66D
<input type="checkbox"/>	3	MR	POON	KAI YU	66C
<input type="checkbox"/>	4	MS	WONG	WONG HOK YI	49F
<input type="checkbox"/>	5	MS	YIP	HOI YAN	66F

1 passenger(s) selected [Cancel check-in](#) **3**

Flight itinerary						Check-in status
Flight no.	Flight date	Departure	Arrival	Status	Cabin	Check-in
CX564	20Sep2019	HKG 08:10	TPE 10:00	HK	Economy	Check-in Cancel check-in > Partially checked-in 2/5

*If group members were partially checked-in, check-in button will provided the status, e.g. Partially checked-in 2/5, 2 = 2 passengers were checked-in, 5 = entire PNR group size. It means 3 passengers are not checked in.

5. Check in

Other Functionalities – Boarding Pass - Download



66JUOQ Group size 2 View successful ticket details

Flight itinerary

Flight no.	Flight date	Departure	Arrival	Status	Cabin	Check-in status
CX139	20Apr2023	HKG 09:10	SYD 20:15	HK	Economy	Cancel check-in

Payment status

- Deposit deadline
✔ Paid
[Deposit details >](#)
- Full payment deadline
✔ Paid

Services

Passenger details
✔ Completed

Fare information
✔ Completed

Submit to CX for issue ticket
✔ Completed

Seat assignment

Download e-Ticket

Download exchange order

View check-in summary 1

- After the group checked in online, group members boarding passes are available to download or send via email

- 1 Search RLOC, Click [View check-in summary](#).
- 2 [View check-in summary](#) page will be returned, click on [Download](#) below Download boarding pass

View check-in summary

You are able to download check-in summary in PDF format for your further operation.

RLOC	Group size	Flight itinerary	Cabin
66JUOQ	2	20 Apr 2023 CX139 HKG to SYD Departure 09:10 Arrival 20:15 Operated by CATHAY PACIFIC	Y

Download boarding pass

Here you are able to access and download all boarding passes.

[Download >](#) 2

Select seat

Please select your seats for your passenger through this page.

[Arrange a seat >](#)

Cancel check-in

If you would like to cancel your check-in, please click this page.

[Cancel >](#)

Passenger check-in status

#	Title	Family / last name	Given / first and middle name	Passenger type	Seat number	Check-in status
1	MS	KANG	HEEYOUNG	Adult	65A	Checked-in
2	MS	PARK	SOYEON	Adult	65B	Checked-in

5. Check in

Other Functionalities – Boarding Pass - Download



[Download boarding pass](#) [Send email to passenger](#)

Passenger listing

i Please note online boarding pass is not available to passenger with an infant.

<input checked="" type="checkbox"/>	#	Title	Family / last name	Given / first and middle name
<input checked="" type="checkbox"/>	1	MS	KANG	HEEYOUNG
<input checked="" type="checkbox"/>	2	MS	PARK	SOYEON

2 passenger(s) selected [Download](#)

3. View check-in summary page will be returned, click on [Download](#) below Download boarding pass.
Select "ALL" or choose by passenger name item, click on [Download](#)
4. To save boarding pass for ALL group members into one file,
 - Right click on a mouse to view Print Option
 - Choose > Print > Save as PDF
 - Save the file to your local file

CATHAY PACIFIC

Boarding pass

ECONOMY

FLIGHT **CX700** SEAT **68H**
BKK **HKG**
Bangkok Hong Kong
DEPARTURE TIME **28Jun23 08:10** BOARDING TIME **07:30**
PASSENGER **PYARK/SOYEON MS** GATE **-**

SEC: 15

At the Airport

70 mins before departure Get your baggage tags from our kiosks and check your bags in at least 70 minutes before departure at our bag drop counters located at **Suvarnabhumi International, Counters Q11-Q21**.

30 mins before departure Proceed to the boarding gate and present your travel documents for check-in at least 30 minutes before departure to avoid unnecessary delays.

10 mins before departure Boarding gate will be closed 10 minutes prior to departure. Late passenger will not be accepted.

Important Reminders

- Immigration and Security Regulations require that your name on the boarding pass must match your travel document. If there is a discrepancy, please contact your Airport Check-in counter for assistance.
- You **MUST** cancel your check-in online at least 60 minutes before departure if you cannot travel. Failure to do so will require you to contact Cathay Pacific to reissue your ticket before full refund. This may result in re-issuance fees and payment of any fare differences as per the ticket conditions.

5. Check in

Other Functionalities – Boarding Pass – Send by email



1. Choose Send email to passenger, select “ALL” or choose by passenger name item, click on [Send by email](#)

Manage boarding pass

You are able to download passengers boarding pass in your local computer, also send the boarding pass to passengers by email or SMS.

RLOC	Group size	Flight itinerary	Cabin
53I25E	2	28 Jun 2023 CX705 HKG to BKK Departure 08:00 Arrival 10:00 Operated by CATHAY PACIFIC	Y

[Download boarding pass](#) [Send email to passenger](#) ¹

Passenger listing

Please note online boarding pass is not available to passenger with an infant.

[Edit passenger contact](#)

<input checked="" type="checkbox"/>	#	Title	Family / last name	Given / first and middle name	Country / Region	Mobile	Email
<input checked="" type="checkbox"/>	1	MR			-	-	
<input checked="" type="checkbox"/>	2	MS			-	-	

2 passenger(s) selected [Send by email](#)

Sample of boarding pass sent by email:

Mon 26/06/2023 16:19
Cathay Pacific <boardingpass@cathaypacific.com>
CX705/28Jun23/066A/

To

Info If there are problems with how this message is displayed, click here to view

Can't see the email? Click here.

Boarding pass

ECONOMY

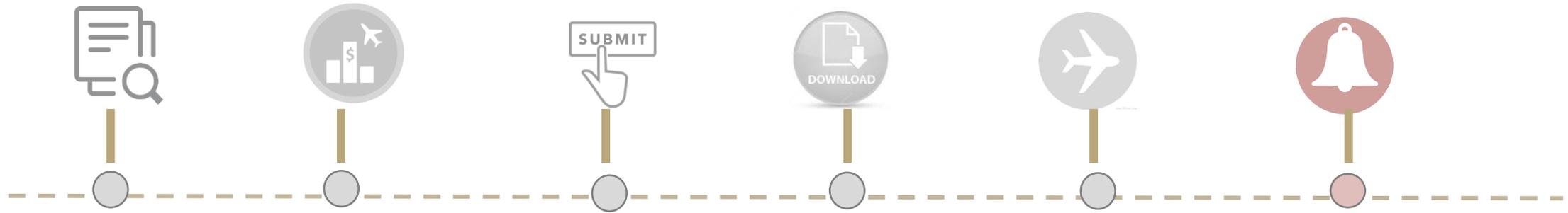
FLIGHT: CX705 SEAT: 66A

HKG → BKK
Hong Kong → Bangkok

DEPARTURE:	BOARDING TIME:
28 Jun 23 08:00	07:20
PASSENGER:	GATE:
ALPHANUMERIC ONE /	-
FREQUENT FLYER:	STATUS:
	CX

• Can press on “[Edit passenger contact](#)” to edit / add passenger email

6. Manage Flight Notification



<h2>01</h2> <h3>PASSENGER LIST</h3> <ul style="list-style-type: none">• Search & select RLOC• enter/upload partial /full passenger list• Add special service request	<h2>02</h2> <h3>FARE INFORMATION</h3> <ul style="list-style-type: none">• verify applicable tax(es)• Add surcharges / tax exemption• Download exchange	<h2>03</h2> <h3>SUBMIT CX TO ISSUE TICKET</h3> <ul style="list-style-type: none">• Ability to view seat map and download exchange order after submitted "Submit CX to issue ticket".	<h2>04</h2> <h3>DOWNLOAD E-TICKET</h3> <ul style="list-style-type: none">• Download group or passenger e-ticket itinerary receipt after ticketed..	<h2>05</h2> <h3>CHECK-IN</h3> <ul style="list-style-type: none">• Able to perform online group check-in for the departure flight time between 72-24 hours• Download/email boarding pass / check in summary• Change seat / cancel check in	<h2>06</h2> <h3>MANAGE FLT NOTIFICATION</h3> <ul style="list-style-type: none">• Can either choose to automatically receive all OLMG group RLOCs related email notifications or choose to receive notifications only by selected RLOC(s).
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6. Manage Flight Notification

Manage Flight Notification (group booking)



CATHAY PACIFIC Cathay Agents

Welcome

Agency Name: TRAVEL LIMITED | Email Address: | Update profile **1**

IATA no. | Location: Hong Kong SAR

User with Group services access is eligible to manage group booking flight notification preference.

My access

If you have problems with the access, please contact Cathay Pacific.

Group services
View, search and manage group bookings.

Email subscription preference

General

- Email Alert & Newsletter
- Agent account approval reminder

Group management related

- Group request
- Group services **1**

2

If you like to get group bookings related notification by email, choose Group services.

Group services **1**

Yes, I agreed to get email notification on all group RLOCs

No, I will manage my group RLOC(s) email notification

Subscribed user will automatically get ALL group RLOCs related notification within the entire agency.

- 1 Click on Update profile
- 2 Select the Email subscription preference type (Group request and/or Group services).
If Group services is selected, two types of tab will open to select the preferred notification;
 - Yes, I agreed to get email notification on all group RLOCs
(In previous design) Subscribed users will get ALL OLGm group RLOCs related notifications within the entire agency.
 - No, I will manage my group RLOC(s) email notification
(In new design) User will get group booking related notifications by registered RLOC(s) on Manage flight notification page.
- 3 Click Update to save the record.

User can access Manage flight notification page to subscribe group related email notification by RLOC.

Cancel **3** Update

6. Manage Flight Notification

Subscribe Email Notification by RLOC(s)



Manage flight notification

Receive useful reminders about group RLOC(s), we will notify to your registered email if registered RLOC is on schedule changed, ready to name-in and ticketing completed.

Search result(s) for "First flight date (DDMMYYYY) : 07Sep2024", "My registered RLOCs : No"

Showing 20 | 40 | 60 booking(s)

<input checked="" type="checkbox"/>	RLOC	Group ID	Flight Number	First flight date	Origin	Destination	Subscription email
<input checked="" type="checkbox"/>	53TSJT	-	CX494	07Sep2024	HKG 10:20	TPE 12:20	-
<input checked="" type="checkbox"/>	549WTX	-	CX494	07Sep2024	HKG 10:20	TPE 12:20	-
<input checked="" type="checkbox"/>	58J9DZ	-	CX494	07Sep2024	HKG 10:20	TPE 12:20	-

- 1 Click on **Group management** > **Manage flight notification**

Eligible user > Agent profile > Group service access > Email subscription preference – Group Services > No, I will manage my group RLOC(s) email notification

Non eligible user who click on this page will receive this message:

You do not have permission to access this application

[Back to homepage](#)

- 2 Search RLOC(s) by provided options.
- 3 Select ALL or any RLOC(s) from search result.
- 4 Click **Subscribe** to subscribe group related email notifications of the selected RLOC (s).

Response if transaction completed:

You have successfully subscribed flight notification.

Each RLOC can accommodate up to 5 users wishing to subscribe. Check box closed when subscription is full

<input type="checkbox"/>	RLOC	Group ID	Flight Number	First flight date	Origin	Destination	Subscription email
<input type="checkbox"/>	6E06SV	-	CX750	10Sep2024	BKK 11:00	HKG 15:00	-
<input type="checkbox"/>	6J3FFR	-	CX700	10Sep2024	BKK 08:10	HKG 12:10	2@gmail.1aa@gmail.com 2@gmail.11aa@gmail.com 2@gmail.11aa@gmail.com 2@gmail.1aaa@gmail.com 2@gmail.1aaaa@gmail.com

Search My Registered RLOCs (summary list) / Unsubscribe



CATHAY PACIFIC Cathay Agents

Inbox Kinson Sign out

News Fares & Service Request Group management Policies and Procedures Experience Support Cathay NDC

Manage flight notification

Receive useful reminders about group RLOC(s), we will notify to your registered email if registered RLOC is on schedule changed, ready to name-in and ticketing completed.

First flight date (DDMMYYYY) Origin Destination

RLOC Group ID My registered RLOCs 1 Search Reset

Search result(s) for "My registered RLOCs : Yes" Unsubscribe

1 - 3 of 3 booking(s) Showing 20 | 40 | 60 booking(s)

<input type="checkbox"/>	RLOC	Group ID	Flight Number	First flight date	Origin	Destination	Subscription email
<input checked="" type="checkbox"/> 2	6GICKP	-	CX488	24Jul2024	HKG 08:00	TPE 09:55	20.10001aa@gmail.com
<input type="checkbox"/>	5I128Q	-	CX432	24Jul2024	HKG 08:50	KHH 10:25	20.10001aa@gmail.com
<input type="checkbox"/>	5IGM7K	-	CX432	24Jul2024	HKG 08:50	KHH 10:25	20.10001aa@gmail.com

To view your registered RLOC(s):

- 1 Go to [Manage flight notification](#), check the box of [My registered RLOCs](#), click [Search](#). Search result return on screen.

To stop getting any more emails notification of selected RLOC(s):

- 2 Select ALL or any RLOC(s) from the "My registered RLOCs" summary, click [Unsubscribe](#).

Response if transaction completed:

You have successfully unsubscribed flight notification.

Reminder: If a user removes *Group Services* access rights, all email subscriptions will be deleted in the same transaction, and the user will no longer receive any group related email notifications.



Types of Notifications

OLGM related email notifications	Description
Booking ready for submitting passenger details	System sends an email notification to subscribed users notifying at 14 and 7 days before first flight departure if Passenger list status have not been completed.
Ticket issuance completed	System sends an email to subscribed users notifying them the ticket issuance is completed.
Flight schedule change	System sends an email to subscribed users notifying them the flight schedule has changed.

