UIA GROUP BOOKING
SHORT USER GUIDE

To log in to Group Module

1. In the **Email id** field enter your email address
2. Enter your password in the **Password** field
3. Click **Login**

If you forgot your password, click **Forgot Password** —you will see a link to create a new one.
In the **Forgot password form** window, enter the previously registered email address in the **Email id** field, and enter the captcha code in the **Enter the captcha code** field.
Click **Get Password**. An email will be sent to your registered email address with a link to change your password.

Registering a retail customer

On the login page on the right, click on the link **Click here** near the icon to register as a retail customer.

Follow these steps in the registration form:
1. In the **Title list** select the desired accessory;
2. In the **First name** field enter a name;
3. In the **Last name** field type in the last name;
4. In the **Email id** field, enter your email address;
5. In the **Password** field, enter the password you want to use;
6. In the **Confirm Password** field enter the same password as in the previous field to confirm it;
7. In the **Phone number** field, enter your phone number;
8. In the **Address** field enter your address;
9. In the **Country** field the name of the country will be filled in automatically based on GeoIP;
10. In the **City** field, enter the city where you live;
11. In the **Enter the captcha code** field, enter the code that appeared above the field.

Click the **Sign Up** button.

You will receive an email to verify your email address. Please follow the link in the email to activate your account.
If you do not see the email in your Inbox after registration, please check your Spam folder.
The functionality of the Group Module system allows you to create the following types of requests:

In the **New booking** menu, you can create new requests for passenger transportation.
Using *Instant quote* requests, you can get a fare for the requested group in real time. Depending on the request criterion, this feature may not be available.
Ad hoc requests are considered individually by an airline employee during the working day.
If you plan more than four flights with UIA, use the *Series group* option. Here you can book serial transportation of passengers on one route and get the most favorable terms and prices.

UIA GROUP BOOKING
SHORT USER GUIDE
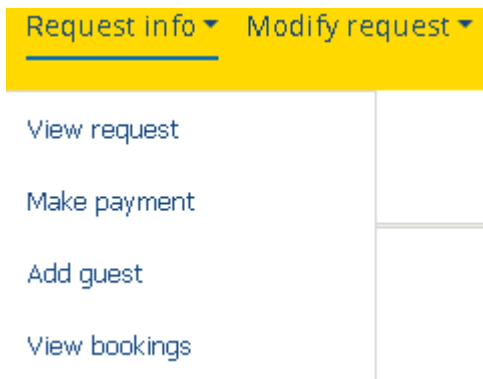
Use the **Request info** menu to manage your bookings.

The *View request* option will show all the requests you created, their statuses, etc. *Make payment* is the menu to pay for groups. When creating invoices for payment, you receive them to your email address. Pay your bills at the nearest bank within three days. After your payment, the request status will be changed to "Payment completed", after which you can add the names of passengers.

Use the *Add guest* option to enter personal passenger data manually or upload it as a single file. Then you just need to issue tickets using the *View bookings* option, where you can view full information about your booking. When you click the "Ticket Issued" button, you will issue tickets. You can get tickets to your email address by entering the email address in the same menu.

Please note that you can only change your group data until the ticket is issued. After the tickets have been issued, any corrections to the booking must be requested through the Contact center. Further changes and re-issue of tickets are paid services.

In the Group Module system, you can change the request parameters of an already requested group.

Using the **Modify request** menu, you can change the number of passengers in the group, the route, tour dates, as well as divide the group into two or more for a comfortable trip with us.

The *Downsize* and *Upsize* options help you reduce or increase the number of passengers in a group. Please note that when you upsize the group, a new subrequest is created, which also requires passing the billing process. The fare price for such a request may differ from the price of the main request.

The *Divide* option helps you divide one large group into two or more. This way you can change the route or departure dates for a part of the group.

The *Change itinerary* option enables you to change the route. You can change the departure or return dates, destinations, and other parameters of your request.

Please note that after modification, the request will be passed to the airline's employees for processing. The price of a modified request may differ from the original one.
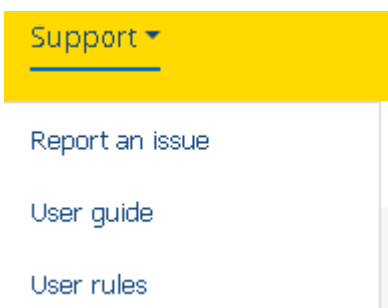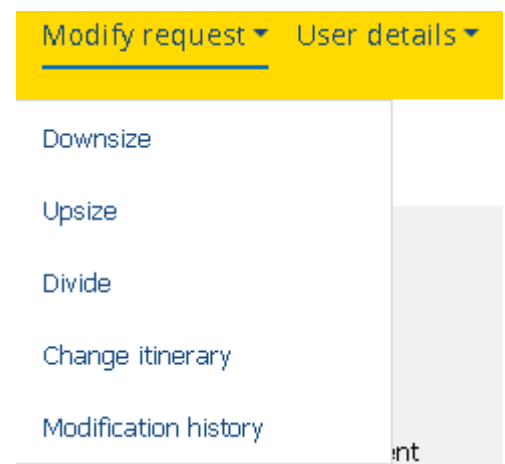
For more information and more detailed instructions, see the **Support** menu in the *User guide* section.

Please also read the rules for using the system in the *User rules* tab.

Should you have any problems or questions while using the Group Module system, please use the *Report an issue* option.

Travel in a group with UIA!