



وزارة الصحة
Ministry of Health

Corporate Self-Login Access

elf-Register Company Process

- 1 Customer needs to go to this link: <https://booking.flynas.com/#/agent/registercorporateagent>
- 2 Fill up the necessary information in the booking. The format of the of the “User Email” field maild@companydomain.com

The screenshot shows the Flynas corporate registration form. At the top, there is a teal header with the Flynas logo and the text 'طيران ناس' and 'العربية | Time out in 09:33'. Below the header, there is a section titled 'Your login details' with three input fields: 'User Email*', 'Password*', and 'Confirm password*'. Below these fields, there are instructions: 'Please enter your valid corporate email address as your username (e.g. tg@corporatedomain.com)', 'Your password can comprise letters, numbers or special characters', and 'Your password can comprise letters, numbers or special characters'. Below this, there is a section titled 'Passenger and Document details' with fields for 'Title*', 'First name*', 'Last name*', 'Date of birth*' (with dropdowns for DD, MONTH, and YYYY), 'Nationality*' (with a dropdown for Saudi Arabia), and 'Document type*' (with a dropdown for Document Type) and 'Document number*'. Below this, there is a section titled 'Contact details'.

- 3 Click on the Register Button and a confirmation message will appear

The screenshot shows the Flynas registration confirmation message. At the top, there is a teal header with the Flynas logo and the text 'طيران ناس' and 'العربية | تسجيل | Titip'. Below the header, there is a large teal box with the text 'You are successfully registered'.

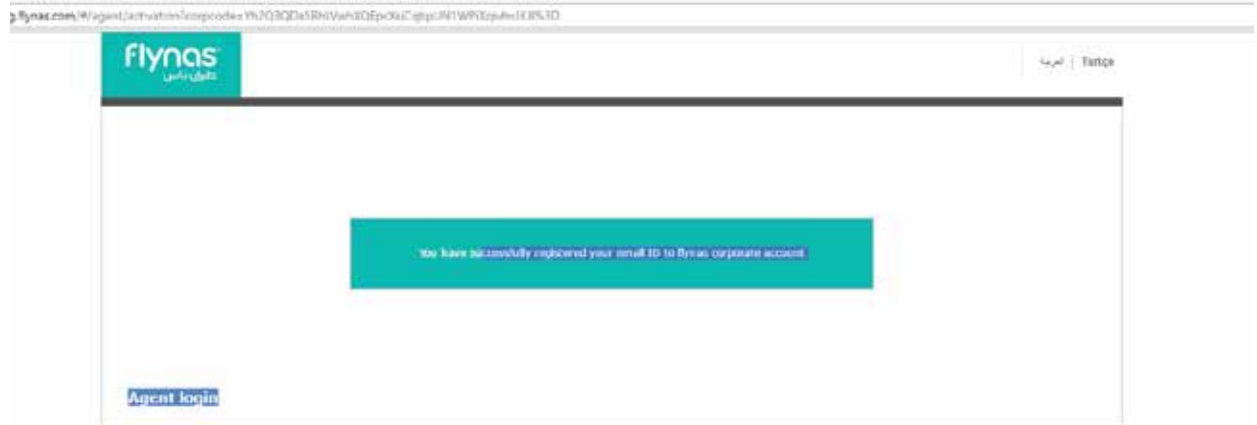


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4 Email activation is sent to the customer using the “User Email” field from the registration form. and they need to click the link to activate



5 After clicking the activation link



6 Click on the Agent Login Link to proceed with the booking.



Add Family Members

- 1 After the login process, the system will redirect the user to the Dashboard page. User can click on the My Profile link to update their profile details

The screenshot shows the 'Agent Portal' interface for Saudi Aramco. The top right corner displays 'Account Balance: SAR 0.00'. The main content area is divided into two sections: 'Book a flight' and 'Agent Options'. The 'Book a flight' section includes buttons for 'ROUND TRIP', 'ONE WAY', and 'MULTI-CITY'. It has input fields for 'Origin' and 'Destination', and date pickers for 'Departure Date' (Sunday, March 2017, 05) and 'Return Date' (Monday, March 2017, 06). There are also dropdowns for '1 Adult', '0 Child', and '0 Infant', and a 'Find flights' button. The 'Agent Options' section includes 'My Bookings', 'Register New Agents', 'My Profile' (highlighted in yellow), and 'Make a Booking'. Below these are 'Information' links for 'Contact Us' and 'Terms and Conditions'. At the bottom, there is a 'Find Booking' section with a table header: Booking Reference, Full Name, Booking Date.

- 2 In the "My Profile" page user needs to the Family Members Section and click "+".

The screenshot shows the 'My Profile' page. It is divided into three main sections: 'Passenger and Document details', 'Contact details', and 'Family member details'. The 'Passenger and Document details' section includes fields for Title (Mr.), First name (TESTadfl), Last name (TESTadflast), Date of birth (04, October, 1982), and Nationality (Saudi Arabia). It also has a 'Document type' dropdown (National ID Card) and a 'Document number' field (123123123). The 'Contact details' section includes 'Country code' (Saudi Arabia (+966)), 'Mobile' (123123123123123), and 'Email' (tg@aramco.com). The 'Family member details' section is highlighted in yellow and contains a red '+' button. At the bottom left is a 'Back' button and at the bottom right is an 'Update' button.



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4 After adding all the details click on “Update”.

5 Click on “OK” to continue and then click on the name in the upper right hand corner of the screen.

Booking a Flight

1 Select the Destination and Travel Dates; ensure that the passenger count is the same as the age category in the profile.

ADT > than 11 years old

CHD is between 2 to 11 years old

INF is between 0 to 2 years old



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2 Select a flight

DEPART	STOPS	ARRIVES	FLIGHT	ECONOMY	FLEX	Business
16:30 Riyadh	Non-stop 1 hr 45 min	18:15 Jeddah	XY 33	Sold out	Sold out	Sold out
17:30 Riyadh	Non-stop 1 hr 45 min	19:15 Jeddah	XY 37	SAR 324.00 3 seats left	SAR 372.00	SAR 604.00 4 seats left
18:30 Riyadh	Non-stop 1 hr 45 min	20:15 Jeddah	XY 41	SAR 324.00	SAR 372.00	SAR 604.00 3 seats left
19:30 Riyadh	Non-stop 1 hr 45 min	21:15 Jeddah	XY 45	SAR 324.00	SAR 372.00	SAR 604.00 3 seats left
21:30 Riyadh	Non-stop 1 hr 45 min	23:15 Jeddah	XY 53	SAR 324.00	SAR 372.00	SAR 604.00 4 seats left
22:30	Non-stop	00:15 (+1)	XY 57	SAR	SAR	SAR 604.00

Departing Flight

Flight XY 37 Sun 5 Mar 2017

17:30 19:15

RUH JED

Flex x 4 SAR 1,144.50

Returning Flight

Flight XY 24 Mon 6 Mar 2017

15:00 16:35

JED RUH

Flex x 4 SAR 1,144.50

Total SAR 2,289.00

Payment methods:

MasterCard, VISA, Saudi Tadweer, Saudi Post, Saudi Airlines

3 In the passenger page click on "Select Passenger". A pop-up will appear that will allow you to select a passenger. After selecting the passenger, click on the select button. The website will automatically fill in the details.

Adult 2

Select passenger

Title* First name* Last name* Date of birth* Nationality*

Document type* Document number*

National ID Card

naSmiles (optional)

Summary

Departing Flight

Flight XY 37

17:30

RUH

Flex x 4

Returning Flight

Flight XY 24

Total SAR 2,376.00

Payment methods:

VISA, Saudi Tadweer, Saudi Post, Saudi Airlines

Adult 2

Select passenger

Title* First name* Last name* Date of birth* Nationality*

Document type* Document number*

National ID Card 1231231233

naSmiles (optional)



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4 Continue selecting the passengers and fill in the contact details. After completing the process, click on Continue.

Contact details

Please enter your contact details

Country code*	Mobile* e.g. 503368612	Email address*
Saudi Arabia (+966)	123123123123	artoog@gmail.com

[Back](#) [Continue](#)

5 Select Baggage, Meals in the Ancillary Page.

Baggage

Need to carry a bit extra? You can save up to 50% on airport prices by purchasing extra kilograms now!

Passenger	Baggage								
TESTAad TESTAadfad									
Flight 1 - Riyadh to Jeddah Free 20kg checked baggage included in your Flex fare	<table><tr><td>No extra baggage</td><td>+10kg SAR 40.00</td><td>+15kg SAR 60.00</td><td>+20kg SAR 80.00</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Choose</td><td>Choose</td><td>Choose</td></tr></table>	No extra baggage	+10kg SAR 40.00	+15kg SAR 60.00	+20kg SAR 80.00	<input checked="" type="checkbox"/>	Choose	Choose	Choose
No extra baggage	+10kg SAR 40.00	+15kg SAR 60.00	+20kg SAR 80.00						
<input checked="" type="checkbox"/>	Choose	Choose	Choose						
Flight 2 - Jeddah to Riyadh Free 20kg checked baggage included in your Flex fare	<table><tr><td>No extra baggage</td><td>+10kg SAR 40.00</td><td>+15kg SAR 60.00</td><td>+20kg SAR 80.00</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Choose</td><td>Choose</td><td>Choose</td></tr></table>	No extra baggage	+10kg SAR 40.00	+15kg SAR 60.00	+20kg SAR 80.00	<input checked="" type="checkbox"/>	Choose	Choose	Choose
No extra baggage	+10kg SAR 40.00	+15kg SAR 60.00	+20kg SAR 80.00						
<input checked="" type="checkbox"/>	Choose	Choose	Choose						

In-flight meals

Choose one of our tasty meals now to enjoy during your flight

ADULT 1	ADULT 2	CHILD 1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FLIGHT 1 - RIYADH TO JEDDAH | FLIGHT 2 - JEDDAH TO RIYADH

Selecting a meal is not possible for this flight/class

Summary

Departing Flight
Flight XY 37 Sun 5 Mar 2017
17:30 - 19:15
RUH - JED
Flex x 4 SAR 1,144.50

Returning Flight
Flight XY 24 Mon 6 Mar 2017
15:00 - 16:35
JED - RUH
Flex x 4 SAR 1,144.50
Meals SAR 87.00

Total SAR 2,376.00

Payment methods:
VISA, Mastercard, Saudi Zaira, Saudi Pay



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6 Click on continue to proceed with the seat map page

Select your seat

Flynas offers you the flexibility to select your preferred seat. Ensure you and your family are seated together, or choose a premium seat with extra legroom.

FLIGHT 1 - RIYADH TO JEDDAH | FLIGHT 2 - JEDDAH TO RIYADH

Passenger	Seat
TESTAad TESTasdast	--
TESTA TESTA	--
TESTC TESTC	--

Extra leg room - SAR 85.00

SA SB SC SD SE SF

Premium - SAR 45.00

7A 7B 7C 7D 7E 7F
8A 8B 8C 8D 8E 8F
9A 9B 9C 9D 9E 9F

Upfront - SAR 30.00

10A 10B 10C 10D 10E 10F
11A 11B 11C 11D 11E 11F

X X X X X X

Summary

Departing Flight

Flight XY 61 Thu 16 Mar 2017
00:30 02:15
RUH JED
Economy x 4 SAR 745.00
Meals SAR 87.00

Returning Flight

Flight XY 24 Sat 25 Mar 2017
15:00 16:35
JED RUH
Economy x 4 SAR 1,003.50
Meals SAR 87.00

Total SAR 1,922.50

Payment methods:

VISA MasterCard Saudi National Bank

7 Click on continue to proceed with the payment page.

Review and pay

Please select your method of payment and then enter your payment details below

Booking summary - please review your travel details before payment

Total amount due: SAR 1,922.50

Credit Card | **SADAD** | Hold Booking

The SADAD payment system is only available within Saudi Arabia.

You must confirm your booking through one of the payment channels below within 4 hours of making this booking. If no payment is received, it will be automatically cancelled.

- ATM
- Internet Banking
- Bank Branch
- Phone Banking

Terms and conditions

[Click to view Flynas Terms and Conditions of Carriage](#)

I accept the Flynas Terms and Conditions of Carriage

Back | Continue

Summary

Departing Flight

Flight XY 61 Thu 16 Mar 2017
00:30 02:15
RUH JED
Economy x 4 SAR 745.00
Meals SAR 87.00

Returning Flight

Flight XY 24 Sat 25 Mar 2017
15:00 16:35
JED RUH
Economy x 4 SAR 1,003.50
Meals SAR 87.00

Total SAR 1,922.50

Payment methods:

VISA MasterCard Saudi National Bank



8 After clicking on the continue it will proceed with the confirmation page

Confirmation

Booking Reference: **PE7R4U**

Status: **Pending**

SADAD Payment

Bill number	Bill Code	Expiry time/date
310932352606	026	16:05 05 Mar 2017

Please make your payment before 16:05 Saudi Arabia local time on 03/05/2017 Sunday to avoid cancellation

You can access SADAD through your online bank account, at an ATM, or by using telephone banking services. Select flynas biller code 026, enter your bill number and complete the transaction.

SADAD payment options are not available at the airport.

Thank you for booking with flynas. Here are all your booking details in one place. We will also send you a confirmation email so you have easy access to all your flight information.

Departing flight

00:30	Thu, 16 Mar 2017	02:15
Riyadh Riyadh	XY 61 Non-stop 1 hr 45 min	Jeddah Jeddah

Summary

Departing Flight

Flight XY 61	Thu 16 Mar 2017
00:30	02:15
RUH	JED
Economy x 4	SAR 745.00
Meals	SAR 87.00

Returning Flight

Flight XY 24	Sat 25 Mar 2017
15:00	16:35
JED	RUH
Economy x 4	SAR 1,063.50
Meals	SAR 87.00

Total SAR 1,922.50

Manage and Change Booking

1 User must login in the page and click on "My Bookings". It will provide access to manage booking and web check-in.

Book a flight

ROUND TRIP ONE WAY MULTI-CITY

Origin: **RUH** Riyadh SA

Destination: **JED** Jeddah SA

Departure Date: **Thursday** March 2017 **16**

Return Date: **Saturday** March 2017 **25**

2 Adult 1 Child 1 Infant

Find flights

Agent Options

My Bookings

Register Now Agents
Create new agent logins under your SkyAgent account

My Profile

Make a Booking

Information

Agent Portal Saudi Aramco

Account Balance: SAR 0.0

Recent Activity

BOOKING REF	BOOKING DATE	FLIGHT NO.	DEP DATE	CITYPAIR	NO. OF PAX	STATUS	ACTION
PE7R4U	5 Mar 2017	XY 61	16 Mar 2017	RUH-JED	3	Confirmed	Manage my booking Check-in

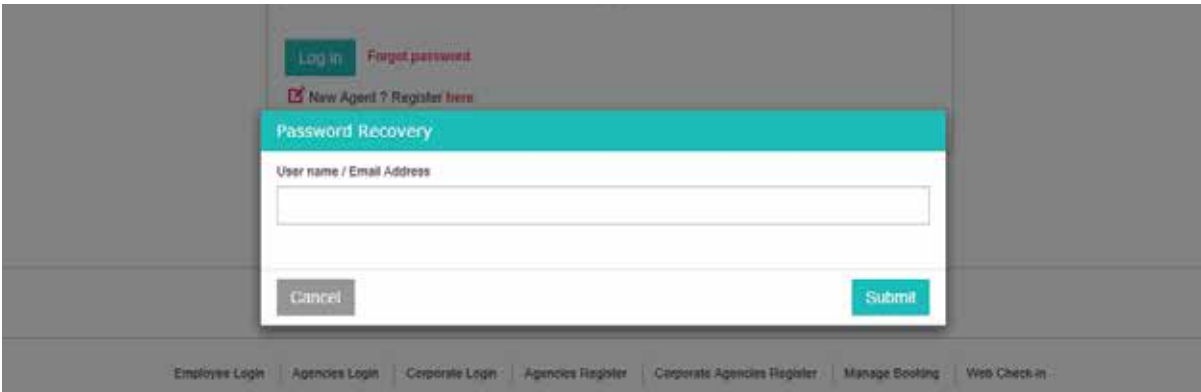
[Back to Dashboard](#)

Reset the account password

1 Go to <https://booking.flynas.com/#/agent/login> and click on “Forgot Password”.



2 A pop-up will appear in the screen to enter the username of your account. (et. al. tg@aramco.com)



3 Check your e-mail for the reset password details.

Note: For other issues contact: corporate@flynas.com