

# HOW TO COMPLETE YOUR ONLINE CHECK-IN WITH EASYJET

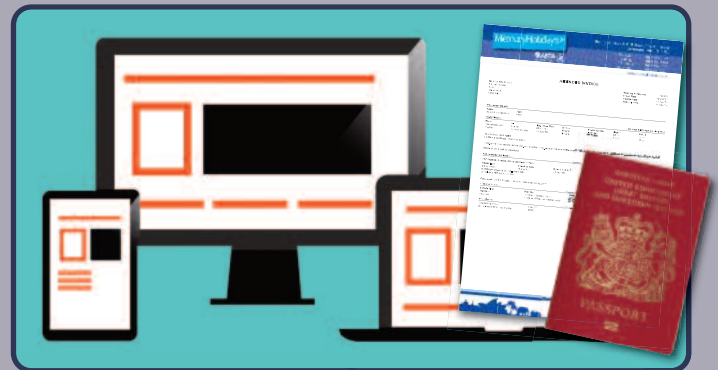
EasyJet allows online check-in any time between 30 days and 4 hours prior to each flight. As both your outbound and return flights are considered to be separate, for this reason you may wish to wait until you are able to check-in for both flights at the same time.

**PLEASE NOTE:** If you are travelling for more than 30 days then you can complete your check-in for your return flight in resort and print your boarding passes there. Your representative in resort will assist you to ensure this is completed.

## 1. Getting started

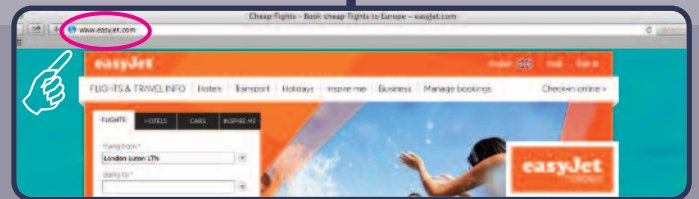
Make sure that you have your Mercury Holidays booking **confirmation invoice** and passport details with you.

You will also need access to the internet through your computer, laptop, tablet or smartphone and somewhere you can print your boarding passes.



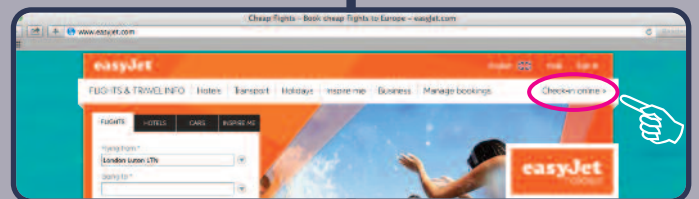
## 2. Visit the website

Go on to EasyJet's website. Simply enter **www.easyjet.com** into your web browser.



## 3. Click 'Check-in online'

Click on the **'Check-in online'** near the top right hand corner of the EasyJet home page.

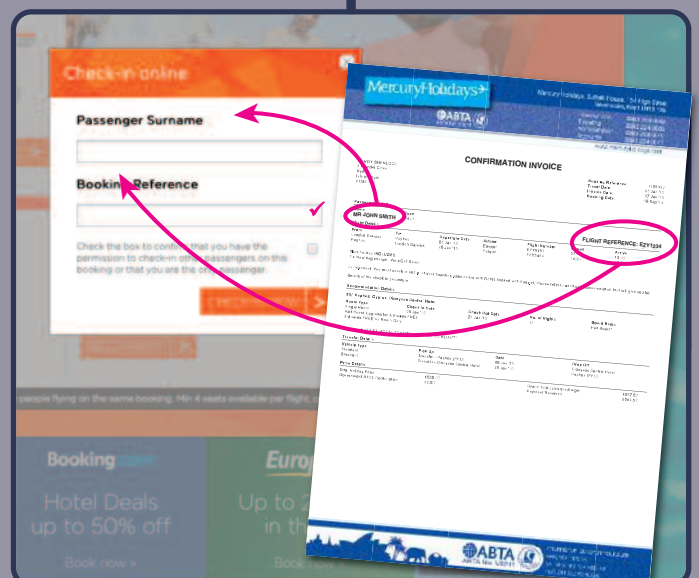


## 4. Fill in the Pop-up box

Once you have clicked **'Check-in online'**, a pop-up box will appear in the centre of you screen.

Please enter the **Surname** of the lead passenger from your Mercury Holidays booking **confirmation invoice** in to the first box, followed by your Flight Reference located on your Mercury Holidays booking **confirmation invoice** in the booking reference box.

Tick the permission box and then click **CHECK-IN NOW**.



## 5. Check-in

You should now be able to complete your online check in. Please have all the passport details of all the passengers travelling with you.

You will need to select each passenger, then on the box that appears on the right you need to select 'passport' under document type.

You will then need the following details to complete each check-in:

- Passport Number
- Expiry date
- Country of Issue
- Nationality
- Date of Birth
- Gender

The screenshot shows the online check-in interface. On the left, under 'CHECK-IN STATUS', there are two sections for 'SUNDAY 19 JULY 2015 NOT CHECKED-IN'. The first section is for 'London Gatwick (LGW) Tenerife South (TFS)' and lists Mr. JOHN SMITH and Mrs. EMILY SMITH. The second section is for 'Tenerife South (TFS) London Gatwick (LGW)' and also lists Mr. JOHN SMITH and Mrs. EMILY SMITH. On the right, under 'ADVANCE PASSENGER INFORMATION', there is a dropdown menu for 'Why is this important?' and a 'Document type' dropdown menu where 'Passport' is selected and circled in red. Other fields include 'Document number', 'Expiry date', 'Country of issue', 'Nationality', 'Date of birth', and 'Gender' (set to Female). A hand icon points to the 'Passport' selection.

## 6. Click 'Check-in'

Once you have filled in all the passenger details then simply click the 'Check in all passengers' button.

The screenshot shows the online check-in interface for Mrs. BERNADETTE TREMLETT. A hand icon points to the 'Check in all passengers' button, which is circled in red. The interface also shows 'About Check in' and 'Passport & Travel Visa requirements' sections.

## 7. Before you finish

Once you have clicked 'Check-in' a pop-up box will appear in the centre of your screen offering you travel insurance.

You should already have this organised therefore click 'Yes, Continue'

The screenshot shows a pop-up box titled 'BEFORE YOU CHECK IN'. It offers 'Travel Insurance' with options for 'Change seats' and 'Dangerous goods'. The main message is 'Please don't travel without travel insurance - last chance'. It lists 'Single trip insurance' benefits: Medical expenses, Personal possessions, and Cancellation and curtailment. Below this, it asks 'Do you already have travel insurance?' with two buttons: 'No, Buy now' and 'Yes, Continue'. The 'Yes, Continue' button is circled in red. A hand icon points to the 'Yes, Continue' button.

## 8. Before you finish

A second pop-up box will appear in the centre reminding you what NOT to pack.

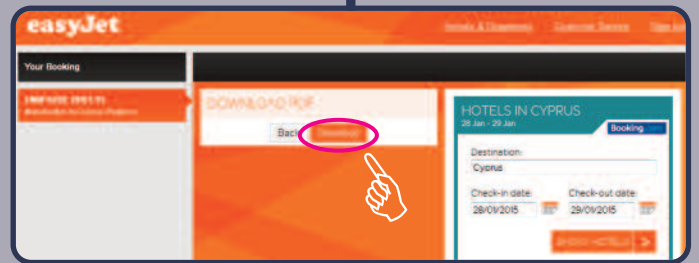
Once you have familiarised yourself with these, click 'Accept & Continue'

The screenshot shows a pop-up box titled 'BEFORE YOU CHECK IN' with the sub-heading 'Dangerous goods & what to pack'. It lists items that are not allowed: Guns, Firearms, Explosives, Flammable liquids, Flammable solids, Infectious substances, and Compressed gas cylinders. It also mentions 'Some exemptions apply. For more information visit the CAI website at www.cai.com'. At the bottom, there is a checkbox 'I have read and understand the forbidden articles and substances for above' and a button 'Accept & Continue' which is circled in red. A hand icon points to the 'Accept & Continue' button.

## 9. Download PDF

You can now download your boarding pass(es) ready to print.

Click on the 'Download' button and a PDF of your boarding pass will appear



## 10. Print your pass

Once you have checked in all your details you will then need to print your boarding pass(es) before you travel.

Please note that failure to present your printed pass(es) at the airport may result in a penalty or even refused boarding.



## 11. Complete

Well done, you are now checked in with EasyJet.

Sit back, relax and look forward to your escape with **Mercury Holidays**.



Carriage and other services provided by the carrier are subject to conditions of carriage which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier. Passengers on a Journey involving an ultimate destination or a stop in a country other than the country of departure are advised that international treaties known as the Montreal Convention - including its amendments (the Warsaw Convention System) - may apply to the entire journey - including any portion thereof within a country. For such passengers - the applicable treaty - including special contracts of carriage embodied in any applicable tariffs - governs and may limit the liability of the carrier. Check with your carrier for more information.

MercuryHolidays

Thank you for booking with us.



Travel with confidence