

How to Check-in with easyJet

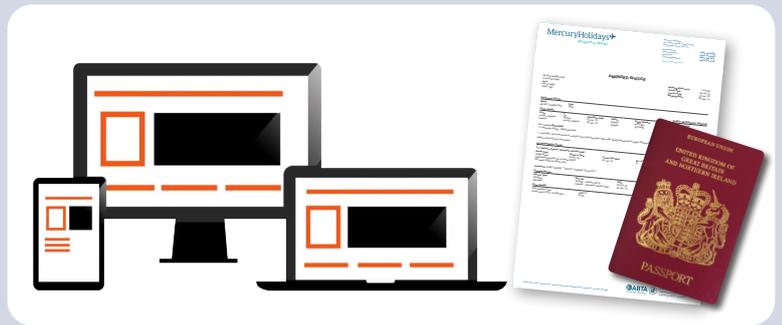
EasyJet allows online check-in any time between 30 days and 4 hours prior to each flight. As both your outbound and return flights are considered to be separate, for this reason you may wish to wait until you are able to check-in for both flights at the same time.

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

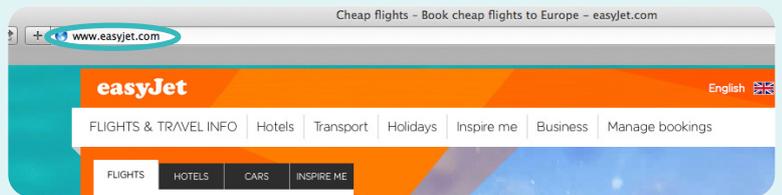
Make sure that you have your Mercury Holidays booking **confirmation invoice** and passport details with you.

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



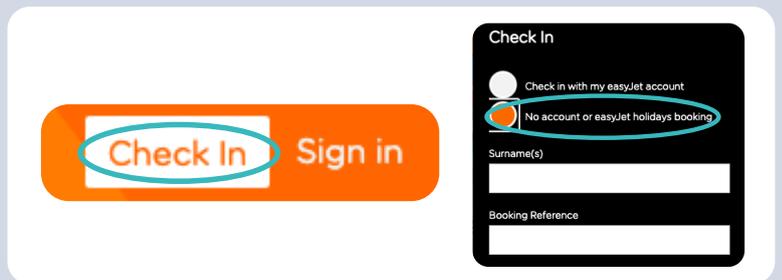
2. Visit the easyjet website

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



3. Click 'Check-in'

Click on the 'Check-in' near the top right hand corner of the easyJet home page and select 'No account or easyJet holidays booking'.

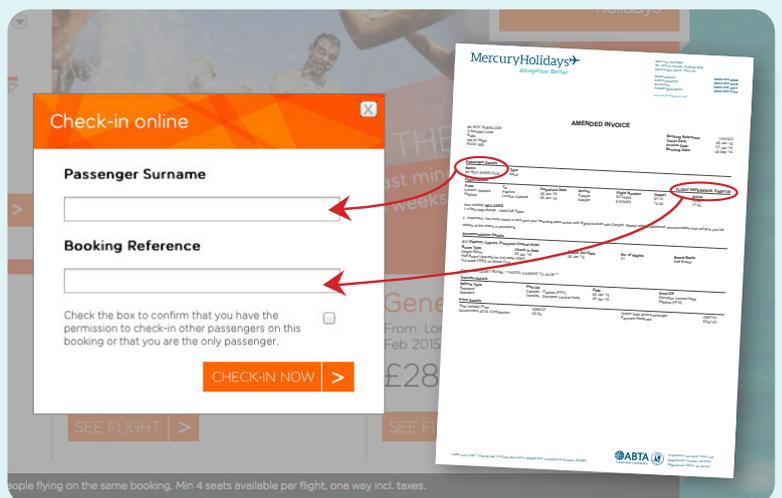


4. Fill in the Pop-up box

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

IMPORTANT - 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 easyJet check-in interface. On the left, under 'Your Booking', it lists flight EZY12345: 00/00/15 from London Gatwick to Tenerife South and back. The main area is divided into 'CHECK-IN STATUS' and 'ADVANCE PASSENGER INFORMATION'. The 'CHECK-IN STATUS' section shows two flights: Sunday 19 July 2015 (London Gatwick (LGW) to Tenerife South (TFS)) and Sunday 26 July 2015 (Tenerife South (TFS) to London Gatwick (LGW)). Each flight lists passengers Mr. JOHN SMITH and Mrs. EMILY SMITH, both needing advance passenger information. The 'ADVANCE PASSENGER INFORMATION' section for Mr. JOHN SMITH shows a dropdown menu for 'Document type' with 'Passport' selected. Other fields include 'Document number', 'Expiry date', 'Country of issue', 'Nationality', 'Date of birth', and 'Gender' (Female). A red circle highlights the 'Document type' dropdown. On the right, there is a 'HOTELS IN TENERIFE' section and a graphic of a British passport.

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 a confirmation screen for check-in. At the top, it says 'Not checked in'. Below, it lists 'Mrs BERNADETTE TREMLETT' and 'Not checked in'. A message states: 'Our boarding passes are delivered as PDFs that you can save or print. If you do not have a PDF viewer go here.' A large orange button with a right-pointing arrow is labeled 'Check in all passengers' and is circled in red. To the right, there is an 'About Check in' section and a 'Passport & Travel' section with the text: 'You're required to check your passport and travel visa requirements if you will be travelling to...'. A 'More about Passport' link is also visible.

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 window titled 'BEFORE YOU CHECK IN'. It has navigation links for 'Travel insurance', 'Change seats', and 'Dangerous goods'. The main message is 'Please don't travel without travel insurance - last chance'. Below this, there is a 'Single trip insurance' section with a first aid kit icon and a list of benefits: 'Medical expenses', 'Personal possessions', and 'Cancellation and curtailment'. The Allianz logo is also present. At the bottom, 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 note at the bottom says 'Clicking 'No' will open information in a new window'.

8. Before you finish

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

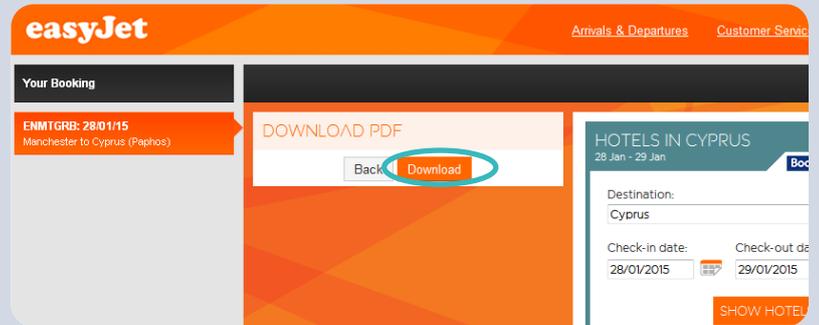
Once you have familiarised yourself with these, click '**Accept & Continue**'

The screenshot shows a second pop-up window titled 'BEFORE YOU CHECK IN'. It has navigation links for 'Travel insurance', 'Change seats', and 'Dangerous goods'. The main heading is 'Dangerous goods & what to pack'. Below this, it states: 'Passengers' hold luggage and cabin baggage must not contain articles or substances that could pose a danger. These include:'. There is a grid of icons representing various prohibited items: Acids, Poisons, Flammable liquids, Explosives, Matches/lighters, Bleach, Inexpanding sprays, Ignitable gas aerosols, and Compressed gas (except aerosols). At the bottom, it says 'Some exemptions apply, for more information visit the CAA website @CAA.gov.uk'. A checkbox is checked, and the 'Accept & continue' button is circled in red.

9. Download the 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.



Thank you for booking with us