



PROCEDIMENTO MARCAÇÃO DE ASSENTOS

AGENTES DE VIAGENS



ATENÇÃO:

A marcação dos Assentos, poderão ser feitas desde que use o Código da Reserva - Air Canada !!!

O Código da Reserva é composto por 6-dígitos alfa-numéricos. Ele pode ser encontrado no canto direito do topo do seu bilhete Air Canada ou então no seu itinerário. Somente com o Código da Reserva correto será possível encontrar suas informações.

Caso tenha adquirido seu bilhete através de Agência de Viagens solicite o seu Código de Reserva - Air Canada.



1º PASSO:

Entrar no site, www.aircanada.com escolher a opção do Idioma em Inglês.

Na página inicial clicar na opção:
(Manage My Bookings).



[Book Travel](#)[Manage My Bookings](#)[Special Offers](#)[Information & Services](#)[Altitude](#)[Business Travel](#)

MANAGE MY BOOKINGS



Access a single booking

Booking reference:



Passenger last name:

Did you book on Kayak.com?

[Access a Kayak booking](#)

OR



Sign In


Aeroplan number:

Password:

 Remember my Aeroplan number on this computer[Forgot/Need a password?](#)[Forgot your Aeroplan number?](#)

Regarding trips to Cuba:

If you wish to make a change to your booking and **your itinerary includes a city in Cuba**, you will need to contact [Air Canada Vacations](#).

[+ FAQ - Managing my booking online](#) [Check in...](#) and get your **boarding pass**[Access your eUpgrade account](#)[Access your car booking](#)[Access your hotel reservation](#)[Access your Air Canada Stopover hotel reservation](#)

2º PASSO:

Quando a página estiver aberta, inserir o código da reserva AC (***Booking Reference***) e o sobrenome do passageiro como está na reserva (***Passenger Last Name***), após clicar no botão ***Search***.



MANAGE MY BOOKINGS

Access a single booking

Booking reference:

 [?](#)

Passenger last name:

Did you book on Kayak.com?

[Access a Kayak booking](#)

OR

Sign In

Aeroplan number:

Password:

Remember my Aeroplan number on this computer


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 [Check in...](#) and get your **boarding pass**

 [Access your eUpgrade account](#)

 [Access your car booking](#)

 [Access your hotel reservation](#)

 [Access your Air Canada Stopover hotel reservation](#)



3º PASSO:

Aparecerá a segunda tela, clicar na opção em negrito sublinhado (**Seat Selection Tool**).



Flight Booking

 This booking appears to have been completed elsewhere than on aircanada.com (with either a travel agent or on another website).














Use this [seat selection tool](#) to choose your seats for your flight.

You may view your itinerary/receipt by clicking on the 'View & print itinerary/receipt' link below, but please note that the information displayed may be incomplete as your booking was not made on aircanada.com.

- To view your complete booking, or to make changes to it, please contact your travel agent or return to the website on which you made your booking
- If you have already commenced travel, please contact Air Canada Reservations for assistance (15020)

Booking Reference:

Date Created: Thu 10-Dec, 2015

-  [View & print itinerary/receipt](#)
-  [Add to calendar](#)
-  [Change flight\(s\)](#)
-  [Change Seats](#)
-  [Maple Leaf Lounge | Meal vouchers | On My Way](#)
-  [Toronto Hotels](#)
-  [Toronto Car Rental](#)
-  [Travel Insurance](#)
-  [Request an Upgrade](#)
-  [Update frequent flyer number](#)
-  [Update Passport Information \(APIS\)](#)
-  [View baggage allowance](#)
-  [Cancel Booking](#)

Hotels in Toronto

 Earn Aeroplan® Miles for every \$ spent

- Lowest prices guaranteed
- Great choice of hotels
- Aeroplan Mile offer exclusive to aircanada.com

[MORE HOTEL OFFERS](#) ▶

Hotels provided by WWTMS.



4º PASSO:

Abrirá uma nova tela para reconfirmar os dados:

(***Booking Reference***)
(***Passenger Last Name***)

Após reconfirmar, clicar no botão ***Search***.



Manage My Bookings



Access a single booking

Booking Reference:

LJ5XX5

Passenger last name:

TESTE

SEARCH

Did you book through a travel agent or travel site?

Access your booking [here](#) and **Select your seats** for flights operated by Air Canada , Air Canada rouge and Air Canada Express. A fee may apply.

• [Back to Air Canada's homepage](#)



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5º PASSO:

Clicar em alterar assentos (***Change Seats***).



Flight Booking

-  The itinerary of this reservation cannot be modified online. Please, contact Air Canada reservations for flights modifications.
-  The airfare information of this reservation is not available as the booking originates from another source than the Air Canada system.

Main Contact Information


Booking Reference: **MMMMMM**

Date Created:
2015-12-10

Main Contact: MR

 [Print Itinerary](#)

 [Add to calendar](#)

 [Change Seats](#)

Enhance My Travel:

Flight Itinerary

Flight	From	To	Stops	Aircraft	Fare Type	Upgrade Status
AC091	Sao Paulo (GRU) Wed Jan-06, 2016 22:35 - 3	Toronto (YYZ) Thu Jan-07, 2016 05:55 - 1	0	77W	Tango	HK
AC8466 ¹	Toronto (YYZ) Thu Jan-07, 2016 10:30	YTM Thu Jan-07, 2016 11:45			Tango	HK
AC411	Montreal (YUL) Wed Jan-20, 2016 12:00	Toronto (YYZ) Wed Jan-20, 2016 13:27 - 1	0	320	Tango	HK
AC426	Toronto (YYZ) Wed Jan-27, 2016 20:00 - 1	Montreal (YUL) Wed Jan-27, 2016 21:19	0	320	Tango	HK






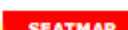



6º PASSO:

Clicar em alterar assento(s) (***SEATMAP***).



Select Seats

Select your seats

Flight: AC091 From: Sao Paulo (GRU) To: Toronto (YYZ)		Sao Paulo (GRU) to Toronto (YYZ) Wed Jan-06, 2016 22:35 MR	<input type="button" value="18D - Preferred"/>
Flight: AC8466 From: Toronto (YYZ) To: YTM		Toronto (YYZ) to (YTM) Thu Jan-07, 2016 10:30 MR	<input type="button" value="Not Selected"/>
Flight: AC411 From: Montreal (YUL) To: Toronto (YYZ)		Montreal (YUL) to Toronto (YYZ) Wed Jan-20, 2016 12:00 MR	<input type="button" value="Not Selected"/>
Flight: AC426 From: Toronto (YYZ) To: Montreal (YUL)		Toronto (YYZ) to Montreal (YUL) Wed Jan-27, 2016 20:00 MR	<input type="button" value="Not Selected"/>
Flight: AC129 From: Montreal (YUL) To: Vancouver (YVR)		Montreal (YUL) to Vancouver (YVR) Fri Jan-29, 2016 20:00 MR	<input type="button" value="Not Selected"/>
Flight: AC102 From: Vancouver (YVR) To: Toronto (YYZ)		Vancouver (YVR) to Toronto (YYZ) Wed Feb-03, 2016 14:00 MR	<input type="button" value="Not Selected"/>
Flight: AC090 From: Toronto (YYZ) To: Sao Paulo (GRU)		Toronto (YYZ) to Sao Paulo (GRU) Wed Feb-03, 2016 22:35 MR	<input type="button" value="12C - Preferred"/>

About Preferred seat selection

A Preferred seat selection charge applies. The seat charge is per passenger, and applies to each one-way flight segment. Preferred seat selection does not apply to codeshare flights. Preferred seat selection is **not guaranteed**.

[Terms and conditions](#)

SKIP SEAT SELECTION

CONFIRM SEAT SELECTION

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MAPA DE ASSENTOS

LEGENDA:

Assentos disponíveis: **AZUL**

Assentos preferenciais (são cobrados): **AMARELO**

Os assentos com **X** já estão ocupados



Select your seats

Passenger	Selected Seat
1. MR MARCELO HANNUD	18D

i To request a seat, select a passenger name, then click on **desired seat** on the seat map below.

	A	B	C	D	E	G	H	J	K	
18	X	X		1	X	X		X	X	18
19	X	X	★	X	X	X	X	X	X	19
20	X	X	X	X	X	X	X	X	X	20
21	X	X	X	X	X	X	X	X	X	21
22	X	X	X	X	X	X	X	X	X	22
23	X	X	X	X	X	X	X	X	X	23
24	X	X	X	X	X	X	X	X	X	24
25	X	X		X	X	X		X	X	25
30				X	X	★				30
31	X	X	X	X			X	X	X	31
32	X	X	X	X	X	X	X		X	32
33	X	X	X	X	X	X	X	X	X	33
34	X	X	X	X	X	X	X	X	X	34
35	X	X	X	X		X	X	X	X	35
36	X	X	X	X	X	X	X	X	X	36
37	X	X	X	X	X	X	X		X	37

Flight: AC091
 From: Sao Paulo (GRU)
 To: Toronto (YYZ)
 Date: Wed Jan-06, 2016 22:35
 Aircraft: 7WP

Standard seats
 Complimentary
[Standard Learn more](#)
[Standard Terms and conditions](#)

Preferred seats
 \$100 CAD*
Preferred seats offer extra legroom when you travel in Economy class, giving you more space to relax and stretch out or work in comfort.
[Preferred Learn more](#) | [Preferred Terms and conditions](#)

Preferred seats offer extra legroom when you travel in Economy class, giving you more space to relax and stretch out or work in comfort. [certain conditions](#).

Occupied

* **Preferred** seat - Complimentary for you and your travel companion(s) if you are an Altitude member travelling on a Latitude fare, a **Super Elite 100K** member travelling on a Flex or Tango fare, or on an Aeroplan Flight Reward, an **Elite 75K** member travelling on a Flex fare, or an **Elite 50K** member travelling on a Flex fare in Canada or between Canada and the U.S.



7º PASSO:

Após selecionar o assentos, clicar em continue.



38	X	X	X	X	X	X	X	X	38
39	X	X	X	X	X	X	X	X	39
40	X	X	X	X	X	X	X	X	40
41	X	X	X	X	X	X	X	X	41
42	X	X	X	X	X	X	X	X	42
43	X	X	X	X	X	X	X	X	43
50	X	X	X	X	X	X	X	X	50
51	X	X	X	X	X	X	X	X	51
52	X	X	X	X	X	X	X	X	52
53	X	X	X	X	X	X	X	X	53
54	X	X	X	X	X	X	X	X	54
55	X	X	X	X	X	X	X	X	55
56	X	X	X	X	X	X	X	X	56
57	X	X	X	X	X	X	X	X	57
58	X	X	X	X	X	X	X	X	58
59	X	X	X	X	X	X	X	X	59
60	X	X	X	X	X	X	X	X	60
61	X	X	X	X	X	X	X	X	61
62	X	X		X	X	X	X	X	62
63	X	X		X	X	X	X	X	63

The purchase of a *Preference* seat is valid for your each one-way flight. You may select seats for all portions of your one-way flight, subject to availability.

Seat selection charges (where applicable):

The seat charge is valid for your each one-way flight. Taxes are not included.

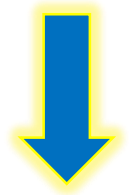
Standard seats
Standard seat charges are non-refundable.

Preferred Seat
Preferred seat charges are non refundable, **except if:**

- you are not seated in your originally selected **Preferred** seat because of an involuntary schedule or airport change (e.g. flight disruption, cancellation), or because Air Canada moves you from your **Preferred** seat prior to departure or during the flight;
- you have a confirmed upgrade to Business or Business First Class prior to flight check-in;
- you cancel your itinerary, or voluntarily change to a different flight or fare family and Preferred seat selection becomes complimentary on your new itinerary.

No partial refund will be issued if, at any time before your flight, you change your itinerary or your seat selection in a way that results in a lower seat charge, or if you have purchased a Tango fare and choose to change your seat selection from a **Preferred** seat to a standard seat.

If we cannot fulfill seat selection for all passengers travelling with you on this flight, the seat selection will not be completed and you will not be charged.



8º PASSO:

Após selecionar todos os assentos a serem alterados, no final da página, inserir o e-mail para enviar a confirmação da marcação dos assentos escolhidos e clicar em **Confirm Seat Selection.**



Insira o e-mail

We will send your confirmation to the following email address:*



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[Terms and conditions](#)



SKIP SEAT SELECTION

CONFIRM SEAT SELECTION

Enviar confirmação

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A STAR ALLIANCE MEMBER 



ATENÇÃO:

Caso realize o pagamento dos assentos preferenciais pelo web site será cobrado como uma transação internacional em dólar canadense, sujeito a variação cambial e ao encargo do IOF.

Se quiser a cobrança localmente em Reais (R\$) favor ligar para nossa central de reservas no telefone abaixo:
(11) 3254-6630 - SP



ATENÇÃO:

Os assentos estarão sujeitos a alteração sem prévio aviso. Caso tenha pago pelo assento preferencial e devido a alteração ele não foi utilizado o mesmo será reembolsado. Solicite o reembolso através do e-mail:

reembolsobrasil@aircanada.ca

Agradecemos por contar com a

Air Canada

