



# **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](http://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

[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](#)



## 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](#)

 [Rate this page](#)

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)<br>Wed Jan-06, 2016<br>22:35 - 3 | Toronto (YYZ)<br>Thu Jan-07, 2016<br>05:55 - 1 | 0     | 77W      | Tango     | HK             |
| AC8466 <sup>1</sup> | Toronto (YYZ)<br>Thu Jan-07, 2016<br>10:30       | YTM<br>Thu Jan-07, 2016<br>11:45               |       |          | Tango     | HK             |
| AC411               | Montreal (YUL)<br>Wed Jan-20, 2016<br>12:00      | Toronto (YYZ)<br>Wed Jan-20, 2016<br>13:27 - 1 | 0     | 320      | Tango     | HK             |
| AC426               | Toronto (YYZ)<br>Wed Jan-27, 2016<br>20:00 - 1   | Montreal (YUL)<br>Wed Jan-27, 2016<br>21:19    | 0     | 320      | Tango     | HK             |



6º PASSO:

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



## Select Seats

### Select your seats

|   |   |  |  |
|---|---|--|--|
| <b>Flight: AC091</b><br>From: Sao Paulo (GRU)<br>To: Toronto (YYZ)  |   | <b>Sao Paulo (GRU) to Toronto (YYZ)</b><br>Wed Jan-06, 2016 22:35<br>MR  | <input type="button" value="18D - Preferred"/> |
| <b>Flight: AC8466</b><br>From: Toronto (YYZ)<br>To: YTM             |   | <b>Toronto (YYZ) to (YTM)</b><br>Thu Jan-07, 2016 10:30<br>MR            | <input type="button" value="Not Selected"/>    |
| <b>Flight: AC411</b><br>From: Montreal (YUL)<br>To: Toronto (YYZ)   |   | <b>Montreal (YUL) to Toronto (YYZ)</b><br>Wed Jan-20, 2016 12:00<br>MR   | <input type="button" value="Not Selected"/>    |
| <b>Flight: AC426</b><br>From: Toronto (YYZ)<br>To: Montreal (YUL)   |   | <b>Toronto (YYZ) to Montreal (YUL)</b><br>Wed Jan-27, 2016 20:00<br>MR   | <input type="button" value="Not Selected"/>    |
| <b>Flight: AC129</b><br>From: Montreal (YUL)<br>To: Vancouver (YVR) |   | <b>Montreal (YUL) to Vancouver (YVR)</b><br>Fri Jan-29, 2016 20:00<br>MR | <input type="button" value="Not Selected"/>    |
| <b>Flight: AC102</b><br>From: Vancouver (YVR)<br>To: Toronto (YYZ)  |   | <b>Vancouver (YVR) to Toronto (YYZ)</b><br>Wed Feb-03, 2016 14:00<br>MR  | <input type="button" value="Not Selected"/>    |
| <b>Flight: AC090</b><br>From: Toronto (YYZ)<br>To: Sao Paulo (GRU)  |  | <b>Toronto (YYZ) to Sao Paulo (GRU)</b><br>Wed Feb-03, 2016 22:35<br>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 |   | <b>1</b> | 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:\*



**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

**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](mailto:reembolsobrasil@aircanada.ca)

Agradecemos por contar com a

**Air Canada**

