To List for UA, F9, 7H, and SY:

Use the ID90Travel app on your smartphone or go to https://www.id90travel.com/#login

From the logon screen begin to type in Alaska and then select Alaska Airlines.

This should bring you to the PET login screen. Log into PET.

Once the login process is complete you should be automatically directed to the Flight Tool menu.

Select Listing Tool.

It will automatically select “ROUND TRIP”. If you would like to just list for a single leg select “ONE WAY”.

Under the “REASON FOR TRAVEL” drop down select F/A Commuting. (ALWAYS choose F/A Commuting first as FA and Pilot Carriers may not be the same)

If you would like to list for a specific airline choose the desired carrier from the “LIMIT OTHER AIRLINES” drop down. (i.e UNITED AIRLINES (UA))

In the “FROM” and “TO” fields enter in the airport codes for your desired departure and arrival cities. (You will notice that selections will begin to appear as you type in the city codes).
Choose the correct city from the list.

Scroll down to the “EMPLOYEE INFORMATION” section and fill in all fields appropriately.

Once all information is correct click on the SEARCH button.

On the next screen you will have the list of available flights for the date you selected.

Tap on the desired FLT.

Here you can see “FLIGHT DETAILS”, “STAND BY LISTS”, and “FLIGHT LOADS”.

Tap on any of these links for more information.

To list for the flight you have chosen tap on the green button (i.e. SA - Y)
On the next screen fill in all appropriate fields. You will notice “TICKET TYPE” and “TICKET TYPE” fields are greyed out. This is normal and nothing needs to be entered here.

Once all field are filled out click on “COMPLETE BOOKING”
You should now see your confirmation code. Some airlines allow you to check in using the confirmation code from their app or their website up to 24 hours prior. (i.e. UA). Others you will need to go to the ticket counter or use a kiosk to check in for your FLT.