

## PRE-BID Checklist

When: 10th - 13th every month

Duration: starts/ends Noon CST



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### RBL, RWO, CDO, ZTL

- Sign-in to [myenvoyair.com](http://myenvoyair.com)
- Access Flight Service Department > PBS, Bidding, & Seniority List
- Check Line numbers and Dates in the Bid Packet
- Access Bidding System Login
- SELECT your options in the left box, MOVE your options using the arrows, and ORDER your options in the right box.
- SAVE and then CONFIRM your options, and keep the confirmation number provided (screenshot)

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### Part Time (Reduced Block)

- Sign-in to [myenvoyair.com](http://myenvoyair.com)
- Access Flight Service Department > PBS, Bidding, & Seniority List
- Access Bidding System Login
- SELECT your options in the left box, MOVE your options using the arrows, and ORDER your options in the right box.
- SAVE and then CONFIRM your options, and keep the confirmation number provided (screenshot)
- During Regular Bid, **submit a Pairings Bid Group without** Set Condition Minimum Credit Window. In order to keep this status the Pairing Bid Group must be bid line #1.
- SUBMIT your bid, and keep the confirmation number provided (screenshot)

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### Standby

- Sign-in to [myenvoyair.com](http://myenvoyair.com)
- Access Flight Service Department > PBS, Bidding, & Seniority List
- Access Bidding System Login
- SELECT your options in the left box, MOVE your options using the arrows, and ORDER your options in the right box.
- SAVE and then CONFIRM your options, and keep the confirmation number provided (screenshot)
- During Regular Bid, **submit a Reserve Bid Group** with Prefer Off, and Add Waivers if the preferred days off don't meet the Reserve Parameters. In order to keep this status the Reserve Bid Group must be bid line #1.
- SUBMIT your bid, and keep the confirmation number provided (screenshot)