

***FRONTIER* Travel**
Eligibles
Management
System (TEMS)

Travel Eligibles Management

The TEMS website will allow you to add and edit your travel eligibles, and upload required documentation to verify relationships.

1. Once you have accessed the TEMS link found on the Travel tab of myFrontier.org, you will enter your AD Username and Password (the same credentials used to log into your F9 device)

2. Home Page will display your Employee Details, a link to our Travel Handbook, a list of any existing Travel Eligibles you might have, and a link to add new eligibles.

First Name	Middle Name	Last Name	DOB	Gender	Relationship	Status	Action
Sylvia		Smith	10/4/1990	Female	Companion	ACTIVE	Edit Deactivate Delete

Travel Eligibles Management

3. Current Eligibles and Eligible History can be viewed from the Homepage

ELIGIBLES							
Add New Eligible							
First Name	Middle Name	Last Name	DOB	Gender	Relationship	Status	Action
Name	Middle	Last	8/4/2022	Male	Child: age 0-18	PENDING UPDATE APPROVAL	Edit Deactivate Delete

ELIGIBLE HISTORY										
Version#	First Name	Middle Name	Last Name	DOB	Gender	Relationship	Updated Date	Updated By	Reason	Comment
9	Name	Middle	Last	8/4/2022	Male	Child: age 0-18	8/11/2022 9:23:47 AM	Pearl, J	Supporting documentation added - Pie Chart.png	
8	Name	Middle	Last	8/4/2022	Male	Child: age 0-18	8/11/2022 9:23:47 AM	Pearl, J	Eligible Updated	
7	Name		Last	8/4/2022	Male	Child: age 0-18	8/11/2022 9:21:06 AM	Pearl, J	Eligible Updated	
6	Name		test	8/4/2022	Male	Child: age 0-18	8/11/2022 9:20:36 AM	ADMIN	Supporting documentation approved.	
5	Name		test	8/4/2022	Male	Child: age 0-18	8/11/2022 9:20:32 AM	ADMIN	Supporting documentation approved.	
4	Name		test	8/4/2022	Male	Child: age 0-18	8/11/2022 9:18:01 AM	Pearl, J	Eligible Updated	
3	test		test	8/4/2022	Male	Child: age 0-18	8/4/2022 4:39:09 AM	ADMIN	Supporting documentation added - TravelBenefitsProcessLog_07_31_2022.txt	
2	test		test	8/4/2022	Male	Child: age 0-18	8/4/2022 4:39:09 AM	ADMIN	Eligible Updated	
1	test		test	8/4/2022	Male	Child: age 0-18	8/4/2022 4:38:22 AM	ADMIN	Eligible Added	

4. Click to view the “Travel Handbook” if you ever need it, and click “Add New Eligible” to submit a new eligible to your profile for admin approval



5. Be sure to add your eligible travelers using their full names **as shown on their travel document** (driver license or passport). This is the name that will show in their bookings. ****TSA will not allow them to pass through Security if their name does not match their ID!****

Travel Eligibles Management

- Use the relationship dropdown to identify eligible family members and companions and view required documentation information.

FRONTIER

F9 TEMS PORTAL William, J Log out

[BACK TO EMPLOYEE DETAILS](#)

Add Eligible

Employee ID: 888888
 Employee Name: William, J

First Name* Middle Name Last Name* Gender*
 --Select--

Relationship* Date Of Birth*
 --Select-- MM/DD/YYYY

--Select--
 Spouse
 Domestic Partner
 Parent
 Child: age 0-18
 Child: Full Time student Age 19-24
 Disabled Adult Child: 19+
 Companion

Additional supporting documentation for approval
[Returns user to previous page](#)

- For family members (spouse or domestic partner, children, parents) you will upload Supporting Documents as specified once the relationship type is selected. (Note: For any existing travelers where you have previously submitted documents to F9pass, you do not need to submit documents again.) Once complete, your eligible traveler will move to pending status to await admin approval of documents before the eligible can be activated for travel.

FRONTIER

F9 TEMS PORTAL William, J Log out

[BACK TO EMPLOYEE DETAILS](#)

Add Eligible

Employee ID: 888888
 Employee Name: William, J

First Name* Middle Name Last Name* Gender*
 --Select--

Relationship* Date Of Birth*
 Spouse MM/DD/YYYY

Supporting documentation*
Supporting documentation should include a copy of a marriage license or, if common law, a notarized Affidavit Declaring Common Law Marriage.

No file chosen

Note
'Add' button will submit eligible for approval
 'Update' button is used for submitting edits or uploading additional supporting documentation for approval
 'Reset' button clears any changes made in this session
 'BACK TO EMPLOYEE DETAILS' button at top left of page returns user to previous page

Travel Eligibles Management

- For companions, no supporting document is needed. If you have not used all available spouse/domestic partner/parent/companion slots for the year, a newly added companion will be auto-activated.*

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F9 TEMS PORTAL Thomas, J Log out

[BACK TO EMPLOYEE DETAILS](#)

Edit Eligible

Employee ID 800000

Employee Name Thomas, J

First Name* Janet Middle Name Middle Name Last Name* Planet Gender* Female

Relationship* Companion Date Of Birth* 10/10/2000 myID Companion

Supporting documentation
If you have not designated a spouse, domestic partner, or one or both parents for the calendar year, you may designate one Companion in place of each.
All Companions receive unlimited pass travel, but are required to pay the applicable pass charges.
You may select anyone as a Companion and no supporting documentation is required.
Employees and retirees are permitted to have one companion on myIDTravel each calendar year, which will be referred to as your myID companion. Once you have added a companion, you will have an option to designate a "myID companion" who will be added to your myIDTravel profile. If you do not designate a myID companion, no companion will appear in myIDTravel. Once you have designated a myIDTravel companion, that feature will be locked and cannot be changed until travel open enrollment in the following year.

No file chosen

Note
'Update' button is used for submitting edits or uploading additional supporting documentation for approval
'Reset' button clears any changes made in this session
'BACK TO EMPLOYEE DETAILS' button at top left of page returns user to previous page

- Once approved, or auto-approved, whether you have 1 companion or 3, you may then designate 1 companion as your 'myID Companion'. This designation will allow their data to feed to myIDTravel where they will be eligible for privileges on other airlines (when our agreement allows travel companions). NOTE: You may make this selection at any time, however once selected, you may not change this designation until the enrollment period of the following year.

You will receive email notifications each step of the way so you're aware if an eligible has been rejected for additional documentation or has been made active for travel. You can also view status at any time in your home page of TEMS.

Once activated for travel, please allow 24-48 hours for registered eligible travelers to flow to all systems.

Note: If your travel eligible has a Known Traveler number, you will enter this directly into ID90 after they have been activated as travelers in TEMS and have shown up in the ID90 system.