

Web Check-in User Guide

What is Web Check-in?

It is a web page that you can go to with a PC, tablet, or mobile phone and check in for a flight.

What do I need to Web Check-in?

- Your last name
- Your flight PNR number
- Check in starts 24 hours before the flight and closes 1 hour before departure.

The flight PNR number is included in the itinerary that was emailed to you and in the passenger portal. To log into the passenger portal, you need your SYS number (also on your itinerary) and password. Use the Forgot Password link on the portal login page if you do not remember your password.

How to web Check-in

1. Go to the web check in page at: <https://cop.ibsplc.net/iLogisticsCloud/webcheckin.htm>
2. Enter the PNR for the flight and your last name.
3. Check the “I confirm that I am travelling for authorized business purposes” box
4. Click Continue and the itinerary for the flight will show.

Click on the grey box to ensure that you have a seat assigned. A seat must be assigned for you to check in. If you do, then, click the “Check-in All” and the “I agree with the terms and Conditions” check boxes, and click CHECK-IN ALL button. The grey boxes will go to green. Proceed to the *Get Your Boarding Pass* section.

Selecting or Changing your Seat

Click on the grey box of the flight you want to select or change seats. This will bring up a more detailed display of the flight information.

✈️ Anchorage		➔	Kuparuk
Departure Date and Time*		Arrival Date and Time*	
April 21, 2022 07:00		April 21, 2022 09:00	
Boarding Time			
06:30			
Gate No	Sequence No	Seat No	
Gate L1	-	-	
Check-In		Boarding Pass	

You must make any seat selections prior to completing the check in process. Once you have checked in, you cannot make seat modifications. A seat assignment is required to be able to check in.

Click on the seat icon to bring up a seat map. Note that some seats are restricted or not operational. To see all seats, use the vertical scroll bar to scroll until you see the horizontal scroll bar. Then use the horizontal scroll bar to see the remaining seats.

Seat Assignment

Passenger, Jinx

Location Preference : Pref. Seat 1 : Pref. Seat 3 :
 Position Preference : Pref. Seat 2 : Ass. Seat :

Available Assigned Selected
 Non Operational Restricted Restricted Assigned

Save Reset

Click on an available seat to select a seat (if one is not yet assigned) or click on a different available seat to select a different seat.

The Assigned Seat in the upper right will update to show the new seat. Click the SAVE button to return to the web check-in page.

Completing the web check-in

To complete the check in, click the “Check-in All” and the “I agree with the terms and Conditions” check boxes, and click the CHECK-IN ALL button. The grey boxes will turn green.

Web Check-In - Itineraries

Name : Passenger, Jinx Doe

Reservation ID : 45220-4

Itineraries available for Check-In

Check-in All

I agree with the Terms and Conditions

Check-In All Close

Departure Date and Time*	Arrival Date and Time*
April 21, 2022 07:00	April 21, 2022 09:00

Boarding Time
06:30

Gate No	Sequence No	Seat No
Gate L1	001	10B

Check-In Boarding Pass

Get your boarding pass

To get a boarding pass, click on the Boarding pass button. This will create a PDF of your boarding pass. You can print this file or display it on your mobile device (it may have to be sized up to be scanned).

Get your boarding pass if you previously checked in

If you had already checked in and the first box with your origin and destination is green, click on that box to go to the expanded green box. There the Boarding Pass button will be available to you. Click on it and print or download your boarding pass.

Boarding Pass

Reservation Id : 45220-4
 Passenger Name : Passenger, Jinx Doe



Anchorage(PANC) To (PAKU)		Flight Number : 4151	
Journey Date	21-04-2022	Gate No	Gate L1
Est Dep Time	07:00	Seat No	10B
Est Arr Time	09:00	Sequence No	001
Boarding Time	06:30	Aircraft Type	Q400

General Information	
Contraband not permitted on Company Property:	
1 Firearms and other weapons	
2 Substances – alcohol, controlled substances, illegal drugs	
3 Drug paraphernalia	
4 Prescription medication without proper prescription	
5 Stolen property	
Violation may result in loss of travel and billeting privileges.	