



"Officer on Board" enrollment sheet

Step 1 AAdvantage Member Enrollment

*If you are already an existing AAdvantage member, skip this and go to the next step.

1. Go to AA.com.
2. Click on "AAdvantage".
3. Click on "Instant Enrollment".
4. Read through the disclaimer info, then click on "I accept".
5. Fill out the enrollment form.

 *If you use the home address, leave the company name blank.

6. Write down and secure your password.
7. Home airport is "ORD" or "MDW".
8. E-mail preference - HTML gives colors and borders.
9. You can set up to receive various E-mail preferences as you wish.
10. Print out your new "AAdvantage Card".

*If you encounter any difficulty, AA reservations can assist you at 1-800-433-7300

Step 2 Making Reservations

1. Go to AA.com.
2. Click on "Reservations".
3. Click on "Select Flights" [If the flight schedule and fares fit your needs, click on "select"].
4. Under "Passenger Details"

- a) Enter your "AAdvantage number"
- b) In the "Business ExtrAA" box, enter "769845"

 *This is the memorial funds exclusive number and you will be receiving full aadvantage mileage and the fund full credits for all tickets under your reservation.

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5. Under “Flight Summary” check to make sure everything is correct.
6. Payment options.
7. Ticketing options.
8. Finish.

*Again, if you encounter any difficulty, AA reservations can assist you at 1-800-433-7300.

Step 3 Procedures at the Airport

- A) If on official business and traveling armed:
 Contact your supervisor for current TSA forms and procedures.
- B) If traveling personally and unarmed:
1. Go to self check-in and get boarding pass[es].
 2. Pass through TSA security with regular passengers.
 3. At the gate, discreetly identify yourself to the agent as a C.P.D. officer.
 4. On board the aircraft, discreetly identify yourself to the crew as a C.P.D officer.
 5. The gate agent and/or crew will then inform the captain that we have a C.P.D. “officer on board”.

On behalf of the Chicago Flight Department, we would like to thank you for your participation in the program. Enjoy your flight.