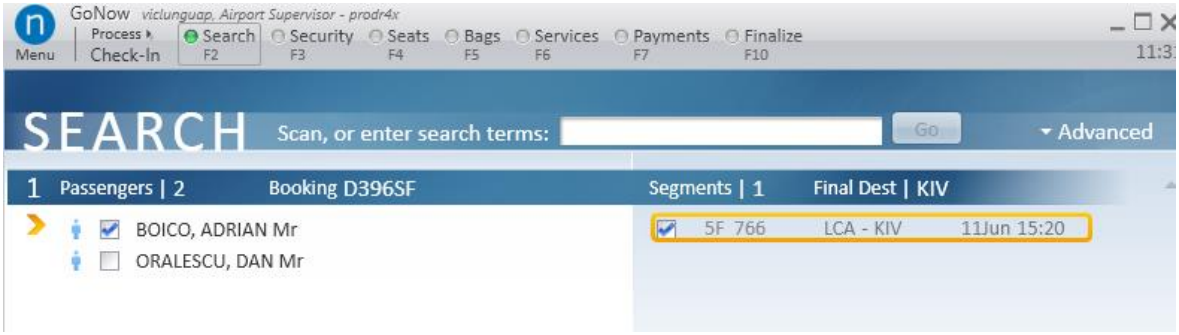
Name Change via Go Now

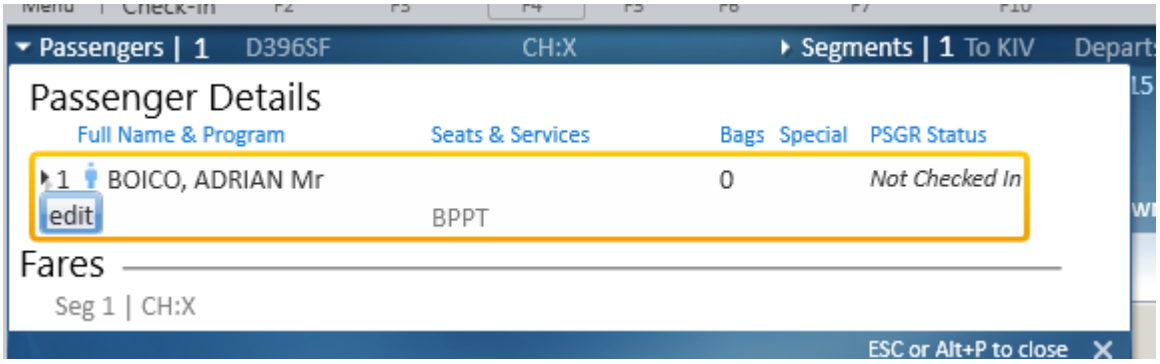
Note: The NCHG will be provided only if the Pax is unchecked

1. Open the booking
2. Choose the Pax for which the service will be provided,
   BE INFORMED THAT THE PAX WILL BE CHARGED ALSO FOR AIRPORT CKIN

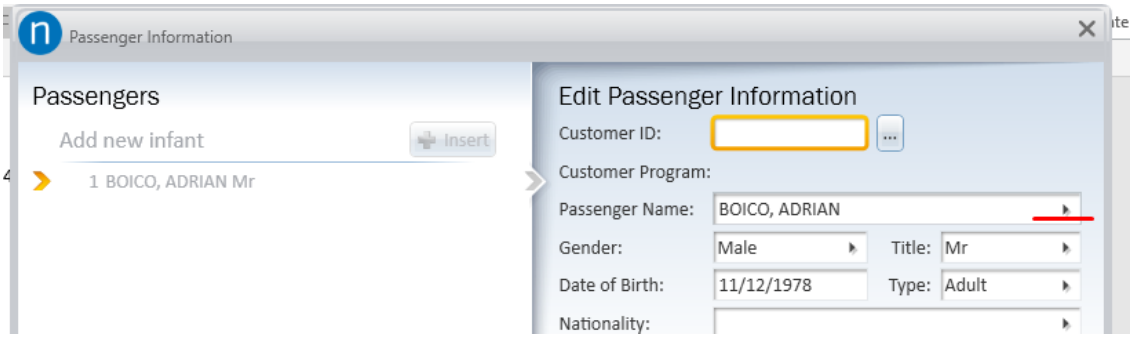


3. Acces “passenger”

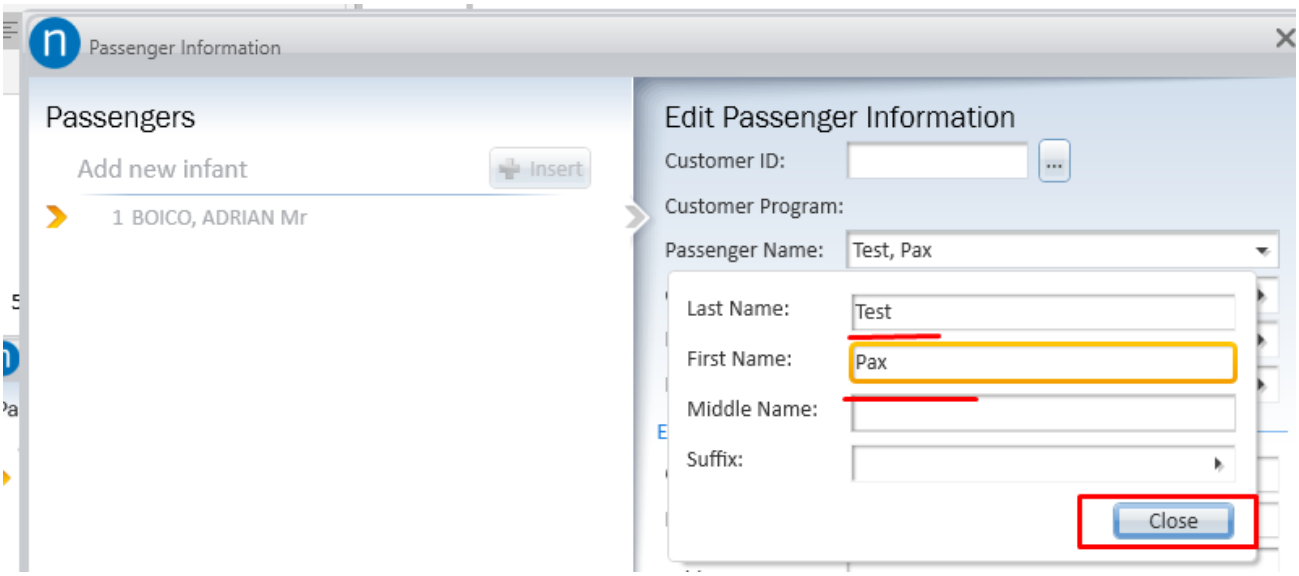
4. Then “edit”



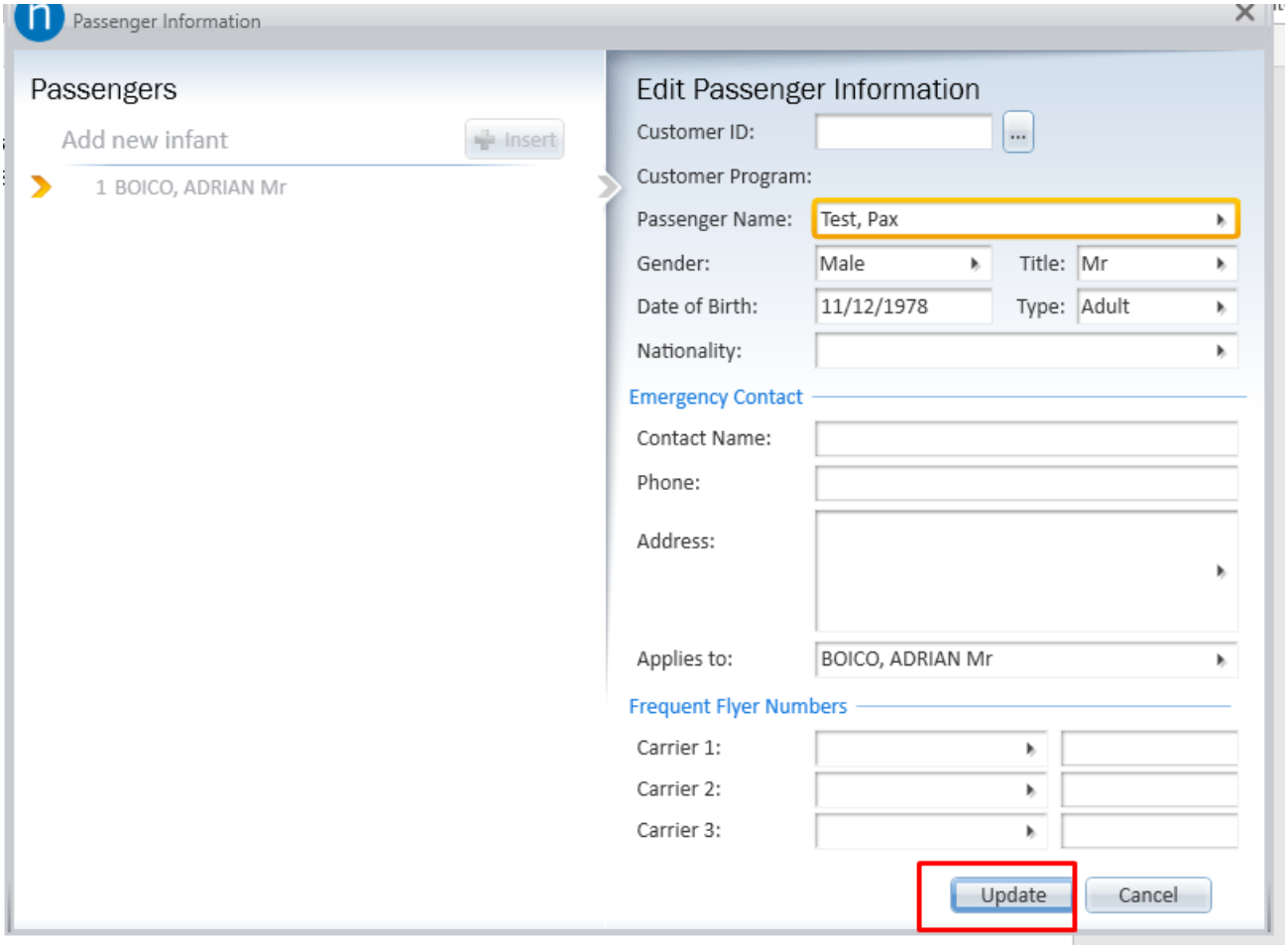
5. Select Passenger Name:



6. Fill with new Data and press “Close”:

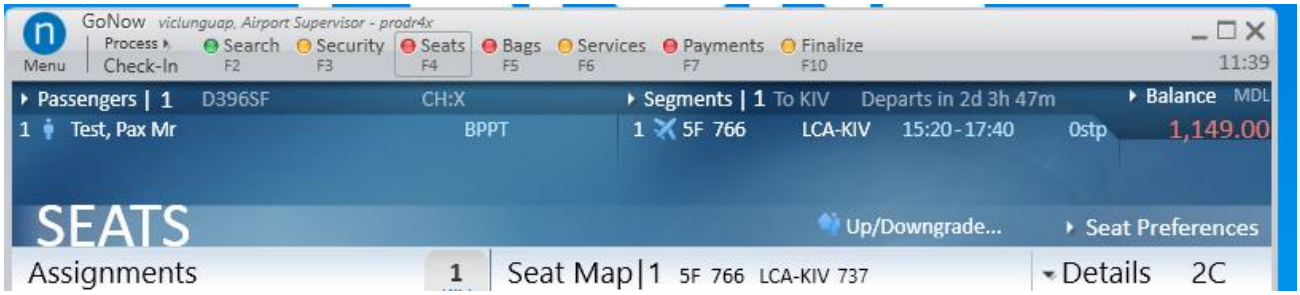


7. Update the screen:



8.

The system will provide the charge in balance window:



Finish the transaction with the payment, or you can add the additional services if it is needed.