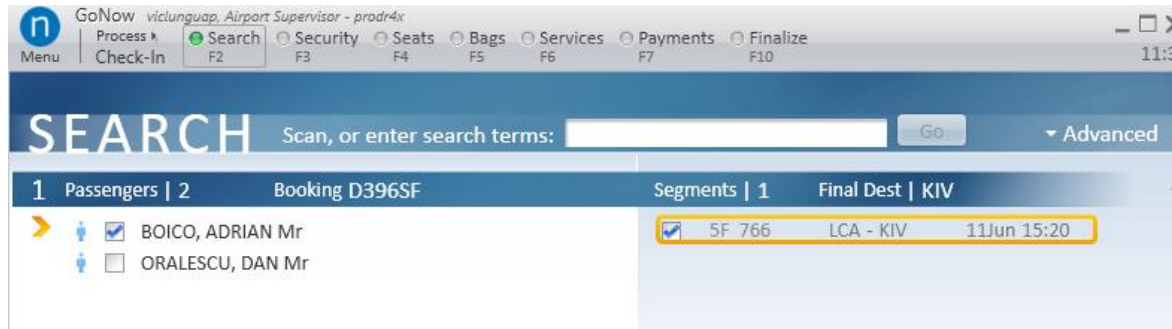


Name Change via Go Now

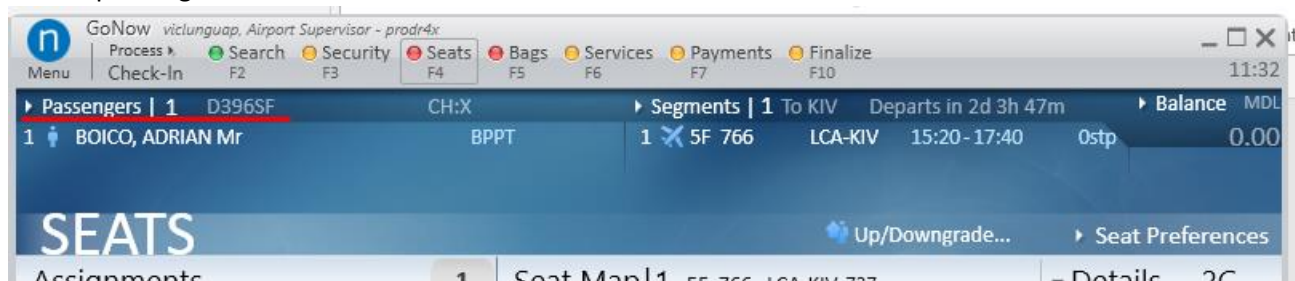
**Note: The NCHG will be provided only if the Pax is unchecked**

1. Open the booking
2. Choose the Pax for which the service will be provided,

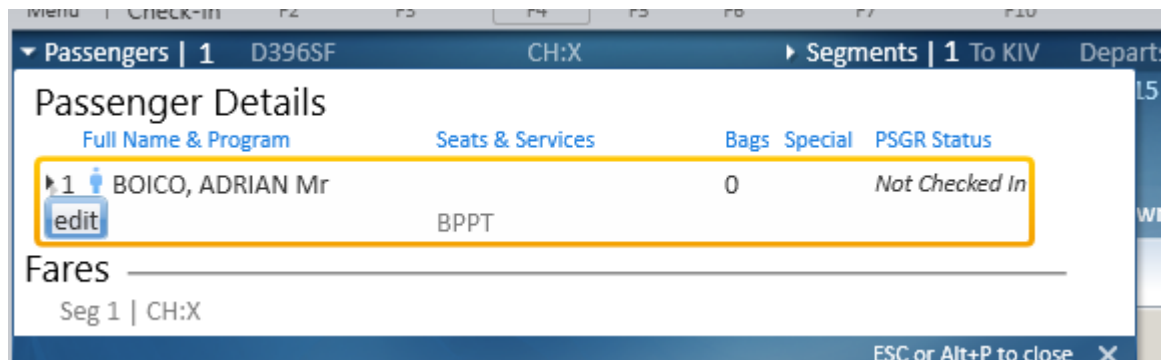
BE INFORMED THAT THE PAX WILL BE CHARGED ALSO FOR AIRPORT CKIN



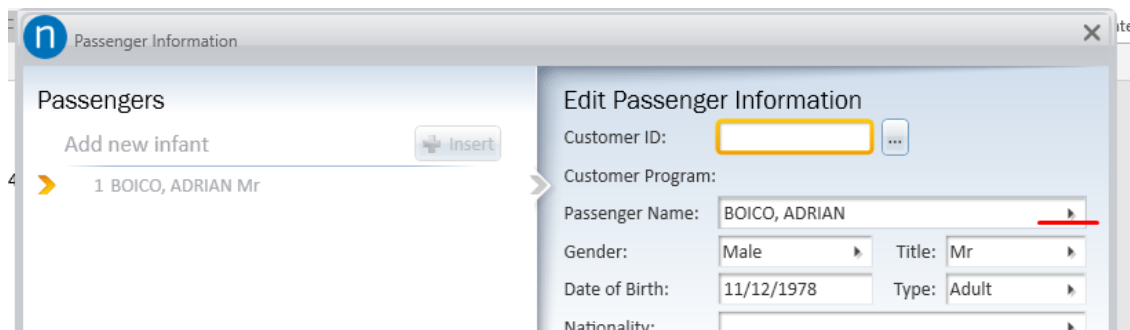
3. Acces "passenger"



4. Then "edit"



5. Select Passenger Name:



6. Fill with new Data and press "Close":

The screenshot shows the 'Passenger Information' window. On the left, the 'Passengers' list contains one entry: '1 BOICO, ADRIAN Mr'. The 'Edit Passenger Information' form on the right is filled with the following data:

- Customer ID: [Empty]
- Customer Program: [Empty]
- Passenger Name: Test, Pax
- Last Name: Test
- First Name: Pax
- Middle Name: [Empty]
- Suffix: [Empty]

The 'Close' button at the bottom right of the form is highlighted with a red box.

7. Update the screen:

The screenshot shows the 'Passenger Information' window. The 'Passengers' list remains the same. The 'Edit Passenger Information' form is now fully filled with the following data:

- Customer ID: [Empty]
- Customer Program: [Empty]
- Passenger Name: Test, Pax
- Gender: Male
- Title: Mr
- Date of Birth: 11/12/1978
- Type: Adult
- Nationality: [Empty]

Below the main form, there are sections for 'Emergency Contact' and 'Frequent Flyer Numbers', both of which are currently empty.

The 'Update' button at the bottom right of the form is highlighted with a red box.

- 8.

The system will provide the charge in balance window:

