

APFA Information and Q&A's for PHL
Regarding the Letter of Agreement
For Rome (FCO)

With the cancellations of the PHL-FCO routes there has been major impacts to Flight Attendants' schedules resulting in a loss of paid hours. APFA was able to come to an agreement with the Company for these affected flights. The Letters of Agreement are a one-time exception to JCBA section 10.J. where pay protection under JCBA is not provided.

Letter of Agreement (LOA):

Affected Flights:

PHL to FCO (10MAR20-31MAR20)

This Letter of Agreement is intended to provide pay protection to Flight Attendants who have lost pay where the JCBA 10.J pay protections don't apply. The JCBA contractual language does not pay protect for full cancellations except certain circumstances in the JCBA. JCBA pay protection applies when a Flight Attendant has experienced a partial cancellation to their awarded sequence where a Crew Substitution, Equipment Substitution or Reschedule has occurred.

The LOA was agreed upon to give the Flight Attendants an avenue to pay protect to the original, awarded value of the cancelled FCO sequences including premiums. The LOA provides a process for affected Flight Attendants to follow in order to receive pay protections. Please refer to the Letter of Agreement for full details.

We realize there may be a lot of confusion regarding the LOA process and what Flight Attendants will need to do in order to receive pay protection. Following is a Q&A to help alleviate confusion.

Differences between a full cancellation and a partial cancellation:

- **Full cancellation:** All flights in a sequence have cancelled.
 - **XI** code on the Activity Sheet (HI1) is used to indicate a full cancellation .
 - ❖ **LOA Pay Protection** would apply if obligation followed
 - **LS** code on the HI1 is used to indicate Last Sequence/Last Series.
 - ❖ **JCBA Pay Protected.** NO Obligation.

- **Partial Cancellation:** Some flights in a sequence are still operating. May be flown by another crew.
 - **XR** code on the Activity Sheet (HI1) is used to indicate a partial cancellation.
 - ❖ **JCBA Pay Protection** applies. NO obligation.

Key Points:

- The LOA pay protections are voluntary. If a Flight Attendant does not want to receive pay protection, they do not need to follow the LOA obligation.
- Flight Attendants who picked up an ETB sequence over their vacation days are not protected under this agreement.
- Reserve Flight Attendants who picked up an ETB (OR) sequence on their days off are not protected under this agreement.
- Only Flight Attendants who were on the sequence at the time of modification/cancellation are protected (10.J.2)
- Trip trading or dropping the awarded obligation sequence will affect the pay protection.
- ***These pay protections are a manual process for Crew Comp and will be processed as soon as practicable.***

1. How do I protect my fully cancelled (FCO) sequence coded as XI?

LOA #2 explains what you need to do in order to receive pay protection. You may find more flexibility in utilizing #3 of the LOA if you do not want to wait until the obligation period under #2. Please continue to read all the Q&As for a more detailed explanation.

- **LOA Option #2**
- **LOA Option #3** – *More Flexibility. Only satisfies obligation if awarded*

2. What date does the obligation start on?

- Cancellations between 10MAR-13MAR are pay protected with no obligation.
- Cancellations on 14MAR are **obligated** to one **(1)** TTS run on 12MAR
- Cancellations on 15MAR are **obligated** to two **(2)** TTS runs on 12MAR and 13MAR
- Cancellations for SEQs starting on 16MAR-31MAR are **obligated** for three **(3)** TTS runs

3. Can I opt out of the LOA process?

Yes, you may opt out at any time.

4. My trip had cancelled prior to having the LOA and I didn't know about the TTS and/or UBL obligation, am I pay protected under the LOA?

You are pay protected if you experienced a cancellation on the dates that did not have an obligation in the LOA.

- Cancellations between 10MAR-13MAR are pay protected with no obligation.
- Cancellations on 14MAR are **obligated** to one **(1)** TTS run on 12MAR
- Cancellations on 15MAR are **obligated** to two **(2)** TTS runs on 12MAR and 13MAR
- Cancellations for SEQs starting on 16MAR-31MAR are **obligated** for three **(3)** TTS runs

5. My HI1 is showing a LS next to the removed sequence. Is that pay protected?

Yes. JCBA 10.L pay protects for your Last Sequences or Last Series (LS) with no obligation.

(*Helpful hint* You will see LOCK in the HI1 header if this has been triggered.)			
TTL SK USED	0.00	SK M/U	0.00
SK RESTORAL	0.00	SK M/U MTD	0.00
LOCK	5824/15	← Will show the sequence(s)/date that triggered Last Seq/Last Series (LS)	

6. Are Lineholders protected for ETB trips they picked up over vacation or Reserves who picked up on days off?

They are not protected under the LOA. They cannot participate in TTS/UBL to be able to follow the obligation process in the LOA. JCBA protections will apply if applicable.

7. How do I follow the LOA process?

Please refer to pages 3-5. There is a detailed explanation of the process.

LOA Pay Protection Process for FCO

LOA Option #2:

The LOA process for pay protecting Flight Attendants who were affected by the cancellations to FCO has an obligation that must be followed for pay protection.

The TTS obligation is any three (3) TTS runs preceding the origination date of the cancelled sequence(s):

- You may choose what dates you want to participate on
- You do not have to do the TTS runs consecutively
- You must ballot for trip starting on the origination date of the cancelled sequence
- If you have multiple cancelled sequences you need to do one request for each cancelled trip in your ballot

➤ See page 4 for example

If you chose to participate in the LOA process for pay protection you must ballot for the following:

You must ballot as **Pick-Up only** for the following types of sequences in one request per cancelled SEQ:

❖ Even if your sequence was a 4 or 5 day you follow the below parameters

- **All** 3-day sequences originating on the first calendar day of your cancelled sequence.
- Must ballot for sequences that are Open, Balloted or blank
- Must ballot for **all** positions.
- You do not need to ballot for any sequences with a **Red X** or Red-eyes. You do need to ballot for **Yellow X's**.
- *Don't forget to rank your choices within your request(s) if you have a preference of what you like to fly.*

To complete the pay protection process you must send a Direct Connect by one of the following:

- **Awarded** – you must send a Direct Connect claim within 5 calendar days of the TTS award. You will need to include the TTS run number, awarded sequence number, sequence details, and date along with the cancelled sequence and date it applies to.
Pay protected for the greater of your original, awarded cancelled sequence or your awarded sequence.
- **Not Awarded** – you must send a Direct Connect claim within 5 calendar days of the last TTS run preceding each originally cancelled sequence. You will need to include the TTS run numbers, along with the cancelled sequence and date it applies to.
Pay protected for your original, awarded cancelled sequence. No further obligation

Please Note: *You may not pick up a sequence(s) that will make you illegal to pick up on your obligated days. You will also need to be aware of your credit window. If you do not have enough hours in your credit window to be awarded a sequence it can potentially impact your ability to pay protect.*

What you should put in your Direct Connect:

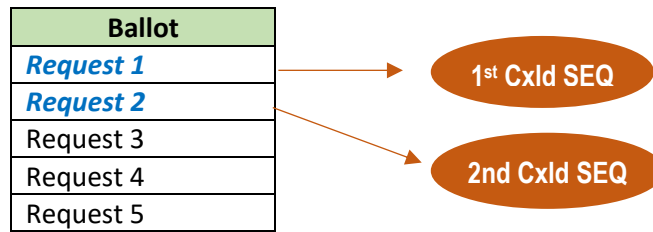
To make this a smoother process for Crew Comp to allow them to process the pay protection faster you will need to send in a Direct Connect with the needed details.

FA Direct Connect to Crew Comp Examples:

- **Example 1:** LOA protect for FCO/SEQ 123/12MAR. No obligation.
- **Example 2:** I was awarded 3D/SEQ 455/15MAR/15hrs to fulfill obl for FCO/SEQ456/15MAR in TTS run XXXXXX
- **Example 3:** I was not awarded in TTS runs XXXXXX, XXXXXX, XXXXXX for FCO/SEQ449/20MAR obl fulfilled

LOA Option #2 Example:

- You must complete the 3 obligated TTS runs prior to the cancelled sequence(s).
- You may **choose** which dates you want to do the TTS runs.
- Each ballot needs to contain one (1) Request for each cancelled sequence your wanting pay protection



TTS Obligation RUN 1 Ballot
Request 1 <i>Bids for cxld SEQ 475/21MAR</i>
Request 2 <i>Bids for cxld SEQ 475/25MAR</i>
Request 3
Request 4
Request 5

TTS Obligation RUN 2 Ballot
Request 1 <i>Bids for cxld SEQ 475/21MAR</i>
Request 2 <i>Bids for cxld SEQ 475/25MAR</i>
Request 3
Request 4
Request 5

TTS Obligation RUN 3 Ballot
Request 1 <i>Bids for cxld SEQ 475/21MAR</i>
Request 2 <i>Bids for cxld SEQ 475/25MAR</i>
Request 3
Request 4
Request 5

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
				LOA #2 TTS Obligated Run 1		LOA #2 TTS Obligated Run 2
15	16	17	18	19	20	21
	LOA #2 TTS Obligated Run 3			Last Day to be able to complete all 3 TTS runs .		XI Cxld SEQ 475
22	23	24	25	26	27	28
			XI Cxld SEQ 475			
29	30	31				
	JCBA Pay Protected LS SEQ 475/30MAR					

LOA Option #3: (More flexible option)

If you decide you do not want to wait until the obligation period for your cancelled sequence you may follow the process outlined in LOA #3. This option allows you to participate *prior to the minimum obligation timeframe in LOA option #2* for the pay protection. For each cancelled sequence, you have the option to pick-up one 3-day sequence in TTS or UBL using any parameters you wish. Each awarded sequence fulfills the obligation for one cancelled sequence.

Very important to remember this option only satisfies your obligation if you are awarded something. If you are not awarded, you must participate in the obligation timeframe stated in LOA #2.

The requirements of what you ballot for are different in this option. There is a lot more flexibility except for the duration of the sequence you are balloting for.

What you need to ballot for:

You must ballot as **Pick-Up only** for the following types of sequences in one request:

- ❖ **Even if your cancelled sequence was a 4 or 5 day you follow the below parameters**
 - Amount of sequences you ballot for is of your choosing
 - You may narrow down your bid using any criteria you wish except for duration (*see next bullet point*)
 - Must ballot for a 3-day sequence departing at any time during the month.
 - You do not need to ballot for any sequences with a Red X or a Yellow X or Red-eyes.

SUN	MON	TUE	WED	THU	FRI	SAT	
9	10	11	12	13	14	15	
LOA #3 FA ballots in <i>any</i> TTS <i>or</i> UBL run for any 3D on any day to protect SEQ 453/26MAR.							
16	17	18	19	20	21	22	
			LOA #2 TTS Run 1 <i>May choose different date.</i>	LOA #2 TTS Run 2 <i>May choose different date.</i>			
23	24	25	26	27	28	29	
If <i>not</i> awarded by this time FA must participate in LOA option #2 for SEQ 453/26MAR	LOA #2 Last possible date for TTS Run 3 for XI SEQ 453/26MAR	XI Fully Cancelled SEQ 453					
30	31	Last Sequence (LS) SEQ 453 –JCBA Pay Protected					

If awarded a SEQ using option LOA #3 FA sends to Direct Connect (example):

I was awarded 3D/SEQ123/14MAR/12hrs to fulfill obl for FCO/SEQ453/20MAR/25hrs in TTS run XXXXXX (or UBL run XXXXXX).

You must send a Direct Connect claim within 5 calendar days of the TTS/UBL award.

8. Do I have to ballot for sequences that are only showing open?

You will have to ballot for all sequences that match the parameters regardless of OPEN, Balloted, or its blank.

9. Can I pick up from ETB to be eligible for this LOA pay protection?

No. Only sequences picked up via TTS or UBL following the above stated processes on pages 3-5 will be eligible for pay protection under the LOA. ETB sequences picked up on calendar days where there is pay protection will negate the pay protection. (see question 18)

10. Once I am awarded an obligation sequence, am I allowed to use TTS or UBL to trip trade that sequence?

No. You cannot trip trade the obligation sequence. Pay protection will not be calculated and added your line until after the you fly the sequence and the comparison between the trip flown and the originally cancelled sequence has been accomplished. Remember you can rank your choices in the original ballot for your more desirable sequences. (see question 32 about how to rank choices.)

11. What should I put in my Direct Connect?

To make this a smoother process for Crew Comp to allow them to process the pay protection faster you will need to send in a Direct Connect with the needed details.

FA Direct Connect to Crew Comp Examples:

Ex 1: I was awarded 3D/SEQ 123/15MAR/15hrs to fulfill obl for FCO/SEQ449/15MAR in TTS run XXXXXX

Ex 2: I was not awarded in TTS runs XXXXXX, XXXXXX, XXXXXX for FCO/SEQ449/15MAR obl fulfilled

Ex 3: I was awarded 3D/SEQ123/18MAR/15hrs to fulfill obl for FCO/SEQ453/20MAR/18hrs in TTS run XXXXXX.

12. There are over 100 hundred sequences that populate for my 3 obligated TTS runs. Do I have to ballot for all of them?

Yes if participating in #2 of the LOA. You will need to ballot for all 3-days that populate in your request. You only have to do one request. Remember you can rank your choices within your request(s) in your ballot to place the trips you find more desirable at the top.

13. Do I have to ballot for sequences that show a Red X?

If you are participating in #2 of the LOA, you do not have to ballot for sequences which have a Red X. You will need to ballot for sequences with a yellow X*. Keep in mind that if picking up a sequence not in relation to the LOA you do not make yourself illegal for an obligated sequence or you may forfeit your pay protection.

*If you are participating in #3 of the LOA, it is up to you if you want to waive or not waive your contractual legalities by balloting for sequences with a red or yellow X since this option fulfills the obligation only if you are awarded.

14. Do I have to ballot for Red-eye sequences?

No. You do not need to ballot for Red-eye sequences. Red-eye sequences only populate in the search results in TTS if you add the criteria in the search parameters to include Red-eyes.

15. My trip had cancelled prior to having the LOA and I didn't know about the TTS and/or UBL obligation, am I pay protected under the LOA?

You are pay protected if you experienced a cancellation on the dates that did not have an obligation in the LOA.

- Cancellations between 10MAR-13MAR are pay protected with no obligation.
- Cancellations on 14MAR are **obligated** to one **(1)** TTS run on 12MAR
- Cancellations on 15MAR are **obligated** to two **(2)** TTS runs on 12MAR and 13MAR
- Cancellations for SEQs starting on 16MAR-31MAR are **obligated** for three **(3)** TTS runs

16. Are premiums included in the pay protections?

Yes. JCBA 10.V.4

17. If I call out sick for a sequence I was awarded as an obligation will I lose my pay protection for my FCO?

Yes. You will only be paid in sick time the value of the sequence you called out sick for.

18. Can I double dip on top of my pay protection?

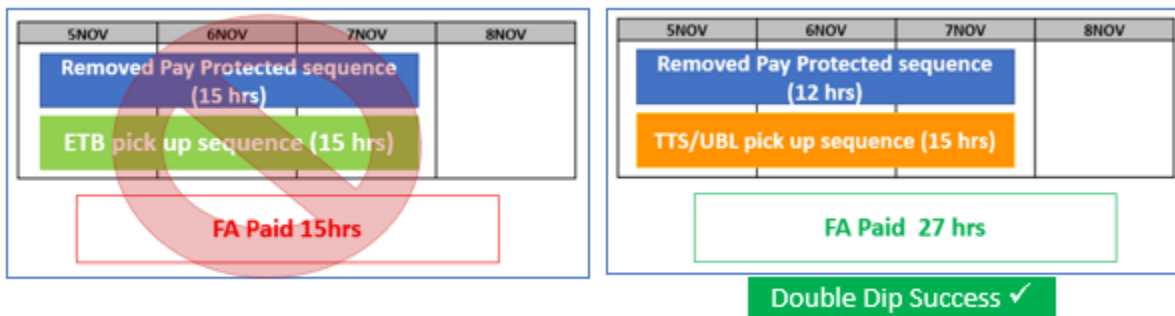
Once you fulfill your obligation, if you chose to pick up from TTS/UBL on pay protected calendar days it will be a double dip and not impact your pay protection.

Section 10.E.3.m states: *A Lineholder may conduct TTS transactions that would result in actual flying on a day(s) pay protected by any other portion of Section 10. The Lineholder will receive pay and credit for such time.*

While we continue to discuss this with the Company, their position is an ETB transaction on a pay protected calendar day will negate the pay protection for the entire sequence.

19. If I pick up an ETB sequence over the calendar days of the pay protected days is that a double dip?

You will negate any protection if you pick up an ETB sequence on any pay protected calendar days. You will only be paid for what you actually fly. (see question 18)



If you are able to double dip, please send to Crew Comp *in the same Direct Connect message* you had sent about fulfilling your obligation and let them know you are double dipping. This will help ensure proper payment.

Reply to Crew Comp:	After Obligation DoubleDip SEQ123/20FEB/10hrs on Cxld SEQ PVG/453/20FEB/25hrs
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20. Do I avoid picking up ETB sequences on calendar days I have pay protection or the footprint of the pay protected trip?

Picking up an ETB sequence on the calendar days of a pay protected sequence will negate the pay protection. See question 18.

Example:

21FEB	22FEB	23FEB	24FEB	25FEB
	Cancelled SEQ			
	Pay Protected Day	Pay Protected Day	Pay Protected Day	
	NO ETB	NO ETB	NO ETB	

21. Prior to knowing about the LOA, I picked up a sequence on the same date that I my original sequence fully cancelled. Is that a double dip?

If you had picked up a sequence prior to the LOA being released on a calendar day of a cancelled sequence, the Company will pay protect you to the greater of the Sequence you picked up (TTS/ETB) or the cancelled sequence. This is the only situation an ETB sequence will not negate the pay protection.

If you picked up a sequence after the LOA was released and it did not meet the parameters of the LOA process or was an ETB sequence you will forfeit the pay protected and only be paid for what you picked up.

22. Once I am awarded an obligation sequence, am I allowed to use TTS or UBL to trip trade that sequence?

No. You cannot trip trade the obligation sequence. Pay protection will not be calculated and added your line until after the you fly the sequence and the comparison between the trip flown and the originally cancelled sequence has been accomplished. Remember you can rank your choices in the original ballot for your more desirable sequences. (see question 32 about how to rank choices.)

23. I had cancellations and I am worried when I will receive the LOA pay protections?

The Company has agreed to pay LOA pay protections for the cancellations as soon as practicable. This is a manual process for Crew Comp and may take a bit longer to process. Please allow extra time for processing.

24. Do I need to send a Direct Connect to receive my protections under the LOA?

Yes. It is part of the process when fulfilling your obligation. Please refer to page 3 and 4 which pertains to the obligation you participated in.

25. How will I know when Crew Comp has processed the pay protection?

You will see a PD PROJ on your Activity Sheet (HI1) by the cancelled sequence. You will also receive a Direct Connect response. If processed after closeout, you will receive a Direct Connect response. (Please make sure you click to view the actual message in the Direct Connect.)

26. I sent a Direct Connect and was denied. Why Am I not receiving my pay protections?

You may receive the response from Direct Connect “No changes to your hours” or what may seem like a denial. This is because Crew Comp does not process cancelled segment pay protections until closeout (the 8th of the following month).

The LOA pay protections will be processed as soon as practicable and may be processed *after closeout*. This is a manual process that Crew Comp is doing, and they will process as soon as practicable.

27. I think Crew Comp did not pay me correctly for my FCO cancellation? Do I send another Direct Connect?

You will receive a same/similar response as stated in above Q26. You should save a printout/screenshot of your affected sequence(s) and/or TTS ballot in your files. If you see you did not get paid correctly **after** they have paid out the protections, you may send a Direct Connect. Crew Comp will respond with a Direct Connect response when they have completed processing your pay protection.

Submitting a second Direct Connect does not speed up the pay protections showing on your activity sheet (HI1/HI2). It has a chance of slowing down the process due to extra workload to Crew Comp.

28. I do not trust I am going to be paid. I would prefer to send another Direct Connect. What will happen if I do?

You will receive a same/similar response as stated in above Q26. You should save a printout/screenshot of your affected sequence(s) and/or TTS ballot in your files. If you see you did not get paid correctly **after** they have paid out the protections, you may send a Direct Connect.

Submitting a Direct Connect prematurely, from the regular timeline, does not speed up the pay protections showing on your activity sheet (HI1/HI2). It has a chance of slowing down the process due to extra workload to Crew Comp.

29. How do I fill out a Direct Connect for these pay protections?

The image shows a screenshot of the Flight Service web portal. The top navigation bar includes "Flight Service" and "ACG". A sidebar on the left lists various menu items such as "Bidding - PBS", "Crew Portal", "Crew Resources", "Engagement", "FA Reports", "FA Service Center", "Food & Beverage", "Image", "Policies & Procedures", and "Purser". The main content area displays a "Welcome" message with user information and a list of links. A red arrow points to the "DirectConnect - Crew Pay Connection" link in the bottom left of the main content area.

Below the screenshot is a form titled "Complete the following information". The form includes a dropdown menu for "Choose an option*" with a red arrow pointing to it and the text "Click on Italy (MXP or FCO) protections". The form also contains several input fields for "Seq# / Pairing#", "Seq / Pairing Origination Date", "FLT#", "FLT Original Departure Date", "DEP STA", "ARR STA", "Holding Time Station", "Time PAX Boarded (24-Hour Format)", "Last PAX Deplaned (24-Hour Format)", "LUS CATS / Pnumber", and "Flying Schedule" (with radio buttons for Line, RSV, and N/A). A "Message to Crew Comp*" field is present, with a red arrow pointing to it and the text "Fill out message field." Below the message field is a text box containing the text "I was awarded 3D/SEQ123/6MAR/12hrs to fulfill obl for MXP/SEQ453/20MAR/25hrs in TTS run XXXXXX." A "Submit" button is located at the bottom of the form.

30. Direct Connect is not letting me fill choose a future date. What do I do?

You will most likely have this situation if you participated in #3 of the LOA. You would just pick a clickable date in March. It does not have to be the date of the cancelled sequence. In the message field you will add the cancelled sequence the Direct Connect pertains to.

Complete the following information

* - Denotes required field

Choose an option*
--select--

Seq# / Pairing# Seq / Pairing Origination Date

FLT# FLT Original Departure Date

DEP STA ARR STA

Holding Time Station Time PAX Boarded (24-Hour Format)

LUS CATS / Pnumber Last PAX Deplaned (24-Hour Format)

Flying Schedule Line RSV N/A

Message to Crew Comp*

CXLD SEQ123/15MAR: I was awarded 3D/SEQ123/6MAR/12hrs to fulfill obl for MXP/SEQ453/20MAR/25hrs in TTS run XXXXXX.

Submit

This will not allow you to choose a future date. Click on an available date and in the message box put the actual departure date of the cxld seq.

31. On my HI1 I see a LS code for multiple sequences? Am I pay protected?

Yes. JCBA 10.L pay protects for a last sequence or last series of sequences. Anything with a LS removal code is pay protected under the JCBA and you do not need to follow the LOA pay protections nor send a direct connect.

Last Series is a series of sequences that do not have a calendar in between them. You are pay protected for any sequences in this series. The LOCK would show LOCK followed by a series of sequence #'s. Your last sequence/last series can fall anywhere within the month depending on your schedule. You will see in the bottom of the header of your HI1 a LAST followed by a sequence number for last sequence or a LAST followed by a couple/few sequence numbers for last series. If you see a LOCK that means last sequence/last series pay protection has been triggered and you will see a LS as the removal code next to the affected sequence(s).

32. How do I rank my choices in a TTS ballot?

Click on Add Criteria to narrow to 3-day sequences:

Sequence/Search Criteria:

Report Date Between: to

Report Time Between:

Release Date Between: to

Release Time Between:

Add Criteria: Select one

Show Calendar

Reset Show Sequences

Enter the parameters for 3-days:

Number of Calendar Days: Min: Max: Remove Criteria

Click on Show Sequences and to click all sequences at once click on the box shown below:

Back To Search Sequence Search Results: Ballot

<input checked="" type="checkbox"/>	Legal	Dep Sta	Seq.No/Dte	Pos	Report Time	Release Time	Days	Legs	Equip	Credit	Lang	RON (TURN)	Status
<input checked="" type="checkbox"/>			1901/10Feb	▼	0645/10	0014/12	3	1/1	787	11:51		PHL/	BALLOTTED
<input checked="" type="checkbox"/>		SNA	10961/10Feb	▼	0701/10	1850/12	3	2-2-2	737	17:24		LGA-IAH-	BALLOTTED
<input checked="" type="checkbox"/>			3491/10Feb	▼	0812/10	1835/12	3	2-3-1	320+	18:10		GCM-MIA-	BALLOTTED
<input checked="" type="checkbox"/>			448/10Feb	▼	0835/10	1420/12	3	1/1	787	25:35	*	PVG/	BALLOTTED
<input checked="" type="checkbox"/>			452/10Feb	▼	0915/10	1250/12	3	1/1	787	21:55	*	HND/	BALLOTTED
<input checked="" type="checkbox"/>			456/10Feb	▼	0940/10	1510/12	3	1/1	787	25:35	*	PEK/	BALLOTTED
<input checked="" type="checkbox"/>			10962/10Feb	▼	1025/10	2137/12	3	2-1-2	320+	17:49		EWR-MIA-	BALLOTTED
<input checked="" type="checkbox"/>		SNA	10802/10Feb	▼	1146/10	1418/12	3	2-2-2	320+	15:24		DTW-ABQ-	BALLOTTED
<input checked="" type="checkbox"/>		SNA	10964/10Feb	▼	1214/10	2238/12	3	2-2-2	320+	17:30		RSW-SLC-	BALLOTTED
<input checked="" type="checkbox"/>			10965/10Feb	▼	1229/10	2349/12	3	2-2-1	320+	16:57		MEM-BOS-	BALLOTTED
<input checked="" type="checkbox"/>			10803/10Feb	▼	1235/10	2314/12	3	3-2-2	320+	16:50		LAS-LAS-	BALLOTTED

Scroll to the bottom of search and Select "Create Choice":

Save Selected Sequences Create Choice

A Pop-up screen will appear. Scroll to the bottom and Select "Save as Separate Choices" to rank choices.

3442/10Feb 04 11:30 1856/10 0531/12 1-1

Save as Separate Choices Save Displayed Choice(s)

Above two Buttons Will go to Ballot Screen with Selected Sequences

You will see all your choices listed and, on the ballot, an up & down arrow. You click on the choice and use the up arrow to move the choice in rank and a down arrow to move the rank down.

110th Choice, Pickup Sequence Add Sequence

Seq/Dte	Pos	Credit	Report Time	Release Time	Legs	RON (TURN)	Eqp	Lang
3442/10Feb	01	11:30	1856/10	0531/12	1-1	HNL-	320	

Once you have ranked your choices scroll to the bottom and click save "ballot". Remember to remove any sequences with red X's and Co-Terminals. They are not required to be bid for for the LOA pay protections. Click save when done.