

eBid System Quick Guide

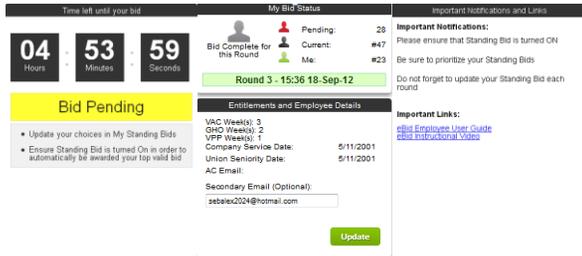
Step #1: Log into eBid

1. Log into Air Canada ACAeronet Portal
2. Go to My ToolBox tab → Click **All Tools** → Check off eBid → Click **Finished**

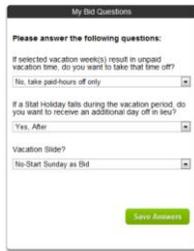
- Daily Operational Reports - (Open)
- eBid - (Open)
- EtQ Reliance - Production (live) System - (Open)

3. Open eBid link → Log in with the same username/password as ACAeronet portal.

Step #2: Take note of your status in the bid, your entitlements, and read all Important Notifications and Links



Step #3: Answer My Bid Questions

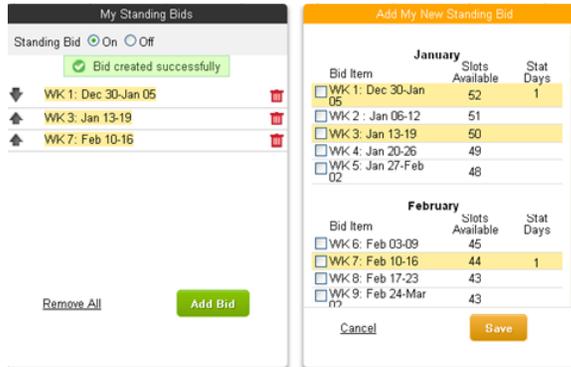


1. Review and answer each question
2. Click **Save Answers**

***NOTE:** You will not be able to place any Standing Bids until all questions have been answered and saved.

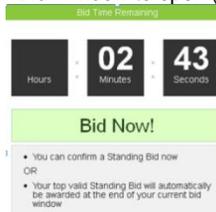
Step #4: Add Standing Bids

1. Ensure Standing Bid is turned **On**
2. Place standing bids by clicking the **Add Bid** button in the My Standing Bids section
3. Select your preferred week(s) by checking them off in the Add My New Standing Bid section
4. Ensure your selections have enough Slots Available when it comes time for your bid window
5. Once each selection is made, click **Save**
6. Sort your bid selections in order of preference (most preferred at the top)
7. Remove any selection you do not want to include by clicking on the trash can icon or **Remove All** link



Step #5: Bid Now

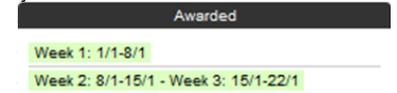
1. Wait for your Bid Window to open (Bid Now!)



2. Allow system to count down and award valid week(s) or click **Confirm** to manually confirm your selection



3. Check Awarded section to Confirm week(s) are awarded. You will also receive a confirmation message in your Air Canada email



***Note:** Once you confirm any valid week(s), your award will be processed and your bid window will close.

Step #6: Update your Standing Bids in preparation for the next round

1. Sort your Standing Bids to your preferred order
2. Add any additional bids you wish to add
3. Remove any selections you wish to delete

Step #7: Proceed to next round if eligible and repeat Steps #2-6

If you require any assistance, please email ebidhelp@aircanada.ca

If you are very close to your bid window and need assistance call 1-800-372-4190

Additional information can be found in the eBid User Guide