

# [Support ~ Agent] How Do I Manage My United Flight Booking?

+1 (866) 658-5895 Managing your United Airlines flight booking allows you to modify travel plans, update personal details, or enhance your experience +1 (866) 658-5895 with seat upgrades and other services. United provides user-friendly tools like the “Manage Reservations” feature on their website and app, +1 (866) 658-5895 as well as direct assistance through customer service for more complex needs. This comprehensive guide explains how to manage your +1 (866) 658-5895 United booking, covering key actions, policies, fees, and tips to streamline the process. For personalized help, contact customer support at +1 (866) 658-5895.

## Overview of Managing a United Flight Booking

+1 (866) 658-5895 United Airlines offers multiple ways to manage bookings, including online self-service tools, mobile app access, phone support, and in-person assistance at airports. You can perform tasks like changing flights, +1 (866) 658-5895 selecting seats, updating passenger details, or adding services (e.g., baggage, upgrades). +1 (866) 658-5895 The options available depend on your ticket type +1 (866) 658-5895 (e.g., Basic Economy, Economy, Business Class), fare rules, and booking status. For specific details, reach out to customer service at +1 (866) 658-5895.

+1 (866) 658-5895 **Key Management Actions:**

- View or modify flight details (date, time, destination).
- Change or select seats.
- Update passenger information (e.g., name corrections, contact details).
- Add services (e.g., baggage, Wi-Fi, upgrades).
- Cancel or rebook flights.

+1 (866) 658-5895 To confirm what’s possible with your booking, contact the help desk at +1 (866) 658-5895.

## Using the United “Manage Reservations” Tool

+1 (866) 658-5895 The “Manage Reservations” tool, available on [www.united.com](https://www.united.com) or the United mobile app, is the primary self-service option for managing bookings. It’s user-friendly and suitable for most standard changes. For issues with the tool, call customer support at +1 (866) 658-5895.

## How to Use the Manage Reservations Tool

+1 (866) 658-5895 **Steps:**

**1. Access the Tool:**

- Visit [www.united.com](https://www.united.com) and click “Manage Reservations” or open the United app.
- Log in with your booking confirmation number, MileagePlus account, or ticket number.

**2. Locate Your Booking:**

- Enter your confirmation number (6-character code) and last name.
- Select the specific flight or itinerary you want to manage.

**3. Choose an Action:**

- **View Itinerary:** Check flight details, seat assignments, and status.
- **Change Flight:** Modify date, time, or destination (fees may apply).
- **Select/Change Seats:** View the seat map and choose a new seat.
- **Update Passenger Info:** Correct names, add contact details, or update MileagePlus numbers.
- **Add Services:** Purchase extra baggage, Wi-Fi, or upgrades (e.g., Economy Plus, Business Class).
- **Cancel Booking:** Request a cancellation or refund (if eligible).

**4. Review and Confirm:**

- Check any fees or fare differences displayed.
- Confirm changes and receive an updated itinerary via email or the app.

+1 (866) 658-5895 **Best For:**

- Simple changes (e.g., seat selection, contact updates).
- Viewing booking details or checking flight status.
- Passengers with Economy, Premium Economy, Business, or First Class tickets.

+1 (866) 658-5895 **Limitations:**

- Basic Economy tickets have restricted change options (e.g., no flight changes, limited seat selection).
- Group bookings, codeshare flights, or complex itineraries may require direct assistance.
- Some actions (e.g., legal name changes, special services) need customer service support.

+1 (866) 658-5895 For help with the tool, contact customer care at +1 (866) 658-5895.

## Managing Your Booking via Direct Assistance

+1 (866) 658-5895 For tasks not supported by the Manage Reservations tool or for personalized support, United offers direct assistance through phone, airport counters, or online chat. For immediate help, call customer support at +1 (866) 658-5895.

## Direct Assistance Methods

### +1 (866) 658-5895 1. **Phone Support:**

- **Number:** Call +1 (866) 658-5895 (available 24/7).
- **Best For:** Complex changes (e.g., legal name corrections, group bookings, special needs).
- **Process:** Provide your booking reference and explain your request. Agents can access additional options (e.g., seat inventory, waivers) not available online.
- **Tip:** Have your MileagePlus number and ID ready for faster service.

### +1 (866) 658-5895 2. **Airport Ticket Counter or Kiosk:**

- **Location:** United ticket counters or check-in kiosks at airports.
- **Best For:** Last-minute changes, cancellations, or upgrades before departure.
- **Process:** Present your booking details and request assistance. Agents can handle seat changes, rebookings, or special services.
- **Tip:** Arrive 2-3 hours early to allow time for processing.

### +1 (866) 658-5895 3. **Live Chat or Online Support:**

- **Access:** Navigate to “Help” on [www.united.com](http://www.united.com) or the United app and start a chat.
- **Best For:** Quick inquiries or minor adjustments when phone wait times are long.
- **Process:** Provide your booking reference and describe your needs. Agents can guide you or process changes directly.

+1 (866) 658-5895 For direct assistance options, contact customer care at +1 (866) 658-5895.

## Common Booking Management Tasks and Fees

+1 (866) 658-5895 Below are the most common tasks for managing a United booking, along with potential fees. For specific fee details, call the help desk at +1 (866) 658-5895.

### 1. **Changing Flights (Date, Time, or Destination)**

#### +1 (866) 658-5895 **Process:**

- Use the Manage Reservations tool to select a new flight.
- Alternatively, call customer support at +1 (866) 658-5895 for agent assistance.

+1 (866) 658-5895 **Fees:**

- **Basic Economy:** Not changeable; a new ticket is required.
- **Economy/Business/First Class:** \$99-\$200 change fee per ticket, plus fare differences (waived for refundable tickets).
- **MileagePlus Award Tickets:** \$50-\$150 change fee, plus redeposit fees (\$99-\$200) if canceled.
- **Travel Waivers:** Fees may be waived during disruptions (e.g., weather). Check with customer service at +1 (866) 658-5895.

+1 (866) 658-5895 **Tip:** Book flexible fares to avoid change fees. Confirm rules with customer care at +1 (866) 658-5895.

## 2. Selecting or Changing Seats

+1 (866) 658-5895 **Process:**

- Use the Manage Reservations tool to view the seat map and select a new seat.
- For premium seats or upgrades, call customer support at +1 (866) 658-5895.

+1 (866) 658-5895 **Fees:**

- **Standard Seats:** Free within the same cabin (except Basic Economy).
- **Economy Plus/Preferred Seats:** \$10-\$150 per segment, depending on route and seat type.
- **Basic Economy:** Seat selection restricted until check-in unless a fee (\$5-\$50) is paid.
- **Cabin Upgrades:** \$100-\$500 or 5,000-20,000 miles plus co-pay (\$75-\$200) for Business/First Class upgrades.

+1 (866) 658-5895 For seat change details, contact the help desk at +1 (866) 658-5895.

## 3. Updating Passenger Information

+1 (866) 658-5895 **Minor Name Corrections** (e.g., typos):

- **Process:** Use the Manage Reservations tool or call customer support at +1 (866) 658-5895.
- **Fee:** Free with ID verification (e.g., passport, driver's license).
- **Example:** Changing "Jhn" to "John" or "Smtih" to "Smith."

+1 (866) 658-5895 **Legal Name Changes** (e.g., marriage, divorce):

- **Process:** Call customer care at +1 (866) 658-5895 and submit documentation (e.g., marriage certificate).
- **Fee:** Free with legal documentation.

- **Tip:** Request changes at least 48 hours before travel.

+1 (866) 658-5895 **Contact Information:**

- Update phone, email, or MileagePlus number via the Manage Reservations tool (free).

+1 (866) 658-5895 **Full Name Transfers:** Generally not allowed. Contact customer support at +1 (866) 658-5895 for rare exceptions (\$50-\$200 fee, plus fare differences).

## 4. Adding Services

+1 (866) 658-5895 **Extra Baggage:**

- **Process:** Add bags via the Manage Reservations tool or at check-in.
- **Fees:** \$30-\$50 for the first bag, \$40-\$100 for the second (free for Business/First Class up to 70 lbs each).
- **Tip:** Confirm baggage allowances with customer care at +1 (866) 658-5895.

+1 (866) 658-5895 **Wi-Fi or Entertainment:**

- **Process:** Purchase Wi-Fi or premium entertainment via the Manage Reservations tool or in-flight.
- **Fees:** \$8-\$25 for Wi-Fi (varies by flight duration).

+1 (866) 658-5895 **Special Services** (e.g., wheelchair, dietary needs):

- Request via customer support at +1 (866) 658-5895 at least 48 hours in advance (free).

## 5. Canceling or Rebooking

+1 (866) 658-5895 **Process:**

- Cancel via the Manage Reservations tool or call customer support at +1 (866) 658-5895.
- Rebook new flights online or with agent assistance.

+1 (866) 658-5895 **Fees:**

- **Basic Economy:** Non-cancelable; no refunds.
- **Economy/Business/First Class:** \$99-\$200 cancellation fee for non-refundable tickets; refundable tickets incur no fee.
- **Award Tickets:** \$99-\$200 redeposit fee for miles.
- **Travel Credits:** Issued for non-refundable tickets (minus fees), valid for one year.

+1 (866) 658-5895 For cancellation policies, contact the help desk at +1 (866) 658-5895.

## Special Considerations

+1 (866) 658-5895 **Basic Economy Restrictions:**

- Limited flexibility for changes, cancellations, or seat selection.
- Upgrade to standard Economy for more options (fees apply). Call customer care at +1 (866) 658-5895.

+1 (866) 658-5895 **MileagePlus Premier Members:**

- **Silver/Gold/Platinum/1K:** Complimentary seat selection, waived change fees, or priority upgrades.
- **Benefits:** Enhanced access to Economy Plus or premium cabins. Confirm with customer support at +1 (866) 658-5895.

+1 (866) 658-5895 **Group Bookings:**

- Changes for multiple passengers may require direct assistance. Contact customer service at +1 (866) 658-5895.

+1 (866) 658-5895 **Codeshare or Partner Flights:**

- Managing bookings on Star Alliance or partner flights may be limited via the Manage Reservations tool. Call the help desk at +1 (866) 658-5895 for assistance.

+1 (866) 658-5895 **Travel Waivers:**

- During disruptions (e.g., weather, operational issues), fees may be waived. Check [www.united.com](http://www.united.com) or contact customer support at +1 (866) 658-5895.

+1 (866) 658-5895 **Accessibility Needs:**

- Request special services (e.g., wheelchair, service animals) via customer care at +1 (866) 658-5895 at least 48 hours in advance (free).

## Common Scenarios and Solutions

+1 (866) 658-5895 **Flight Change Needed:** Use the Manage Reservations tool for same-day changes or call customer support at +1 (866) 658-5895 for complex rebookings.

+1 (866) 658-5895 **Seat Change Issues:** If no seats are available online, contact the help desk at +1 (866) 658-5895 for additional inventory.

+1 (866) 658-5895 **Name Correction:** Fix typos (free) or legal name changes (free with documentation) via customer care at +1 (866) 658-5895.

+1 (866) 658-5895 **Basic Economy Limitations:** Upgrade to standard Economy for more flexibility. Call customer support at +1 (866) 658-5895.

+1 (866) 658-5895 **Adding Upgrades:** Purchase Economy Plus or cabin upgrades via the Manage Reservations tool or contact customer care at +1 (866) 658-5895.

## Pro Tips for Managing Your United Booking

+1 (866) 658-5895 - **Book Flexible Fares:** Choose refundable or flexible tickets to avoid change/cancellation fees. Confirm options with customer support at +1 (866) 658-5895.

- **Use the United App:** Monitor flight status, seat availability, and manage bookings in real-time.
- **Act Early:** Make changes (e.g., seats, flights) at booking or soon after to secure better options.
- **Leverage MileagePlus Status:** Premier members get waived fees and priority services. Check benefits with the help desk at +1 (866) 658-5895.
- **Check Regularly:** Seat and flight availability changes frequently. Revisit the Manage Reservations tool or call customer care at +1 (866) 658-5895.
- **Prepare Documentation:** Have IDs or legal documents ready for name corrections to avoid delays.

## Frequently Asked Questions

+1 (866) 658-5895 **Q: Can I change my flight using the Manage Reservations tool?**

A: Yes, for most fare types (except Basic Economy). Fees (\$99-\$200) may apply, plus fare differences. Confirm with customer support at +1 (866) 658-5895.

+1 (866) 658-5895 **Q: How do I select seats for my United flight?**

A: Use the Manage Reservations tool or call customer care at +1 (866) 658-5895. Basic Economy may require fees (\$5-\$50) for seat selection.

+1 (866) 658-5895 **Q: Can I cancel my booking online?**

A: Yes, via the Manage Reservations tool for eligible tickets. Fees (\$99-\$200) may apply for non-refundable tickets. Contact the help desk at +1 (866) 658-5895 for details.

+1 (866) 658-5895 **Q: How do I correct a name on my ticket?**

A: Minor corrections are free via the Manage Reservations tool or customer support at +1 (866) 658-5895. Legal name changes require documentation.

+ 1 (866) 658-5895 **Q: What if my booking is with a partner airline?**

A: Changes may require direct assistance. Contact customer support at + 1 (866) 658-5895 for codeshare or partner flight management.

## Conclusion

+ 1 (866) 658-5895 Managing your United Airlines flight booking is straightforward with the “Manage Reservations” tool on [www.united.com](http://www.united.com) or the United app, allowing you to change flights, select seats, update information, or add services. For complex tasks or restricted tickets (e.g., Basic Economy), direct assistance via phone (+ 1 (866) 658-5895), airport counters, or live chat provides personalized support. Fees may apply for changes (\$99-\$200), premium seats (\$10-\$150), or cancellations, depending on fare rules. To maximize flexibility, book early, use MileagePlus benefits, and act promptly. For assistance with any booking task, contact customer support at + 1 (866) 658-5895 or visit [www.united.com](http://www.united.com). Enjoy a seamless travel experience with United Airlines.