

How Do I Manage My United Airlines Booking?

United 'My Trips' Guide: View Booking, Add Bags, Select Seats, Check In, Upgrade & Everything You Can Do After Booking

For booking management help, call United Airlines:

■ United Booking Management — Call 24/7:

+1-844-213-7319 ■ United MileagePlus & Upgrade

Requests: +1-844-213-7319 ■ International Callers —

United: +1-844-569-1450

After booking a United Airlines flight, there are many things you can do to customize, update, and optimize your travel experience. From selecting your seat and adding checked bags, to requesting upgrades, checking in online, and updating passenger details — United's 'My Trips' system gives you full control over your booking. This complete guide answers every question about managing your United reservation. For personalized assistance, call **+1-844-213-7319** anytime — available 24/7.

How Do I View and Manage My United Booking?

Go to [United.com](https://www.united.com) and click 'My Trips' in the navigation bar. Log in to your MileagePlus account or enter your last name and 6-character booking confirmation code (PNR). From My Trips, you can view your itinerary, change flights, add baggage, select seats, check in, and more. Call **+1-844-213-7319** for assistance.

United's 'My Trips' portal is your central hub for all post-booking management. It is accessible at [United.com/mytrips](https://www.united.com/mytrips) or directly through the Fly United mobile app under 'My Trips.' You do not need a MileagePlus account to access your booking — just your last name and PNR. However, logging in with your MileagePlus account gives you a consolidated view of all your bookings in one place and allows faster access to your eCredits, MileagePlus balance, and saved preferences.

How Do I Find My United Booking Confirmation Number? Your United

booking confirmation number (PNR) is a 6-character alphanumeric code found in your booking confirmation email — look for 'Confirmation #' or 'Record Locator.' It is also visible in your MileagePlus account under 'My Trips.' If you cannot find it, call **+1-844-213-7319** with your name and travel date.

The PNR (Passenger Name Record) is the most important reference for your booking — it is used by United agents to pull up your reservation instantly. Example format: ABC123 (mix of letters and numbers). Your e-ticket number is a separate 13-digit number starting with '006' and is also in your confirmation email. Keep both numbers accessible — the PNR for general management and the

e-ticket number for refund requests and name correction processes. If you booked through an OTA (Expedia, Kayak), you may have both an OTA reference number and a United PNR — use the United PNR when calling +1-844-213-7319.

How Do I Select or Change My Seat on United?

Log in to United.com, go to 'My Trips,' select your flight, and click 'Seat Selection' or 'Change Seat.' The interactive seat map shows available seats by category. Basic Economy has no advance seat selection. Main Cabin and above can select seats for free (some preferred seats may charge). Call +1-844-213-7319 for seat assistance.

Step 1. Go to **United.com** → click **My Trips** → log in or enter last name +

PNR. **Step 2.** Select your booking and click **Select Seats** or **Change Seat**.

Step 3. The interactive seat map loads — green seats are available, gray are occupied, yellow are preferred/extra-cost seats.

Step 4. Click your preferred seat to select it. Review any additional cost for preferred or Comfort+ seats.

Step 5. Confirm your seat selection. The seat is added to your booking instantly.

Step 6. If you want to sit with a companion, select adjacent seats. Use the filter to show only available window, middle, or aisle seats.

Step 7. If no seats are available online, call **+1-844-213-7319** — agents can sometimes access seats not shown publicly.

■ Seat Help & Upgrades — Call United Now: +1-844-213-7319

How Do I Add Checked Bags to My United Booking?

Add checked bags to your United booking at United.com under 'My Trips' — select your flight and click 'Add Bags.' Prepaying for bags online is cheaper than paying at the airport. The first checked bag costs \$35 (domestic) when prepaid. Call +1-844-213-7319 to add bags by phone.

Adding bags before your flight saves both money and time. United charges \$35 for the first checked bag and \$45 for the second on most domestic flights — but these fees apply when prepaid online or by phone. Paying at the airport check-in counter or gate is generally the same price. Some fare types and MileagePlus Medallion status levels include free checked bags: MileagePlus Medallion members (Silver and above) get at least one free checked bag, and passengers with the United MileagePlus American Express card also receive the first bag free for themselves and up to 8 companions on the same booking. Call +1-844-213-7319 to confirm your bag allowance before paying.

How Do I Request a Seat Upgrade on United?

Request a United upgrade through 'My Trips' at United.com, via the Fly United app under 'Upgrade,' or by calling +1-844-213-7319. Upgrades can be purchased with cash, MileagePlus, or upgrade certificates. Medallion members receive complimentary upgrades based on status and availability. Upgrades clear closer to departure.

United offers several upgrade paths. Cash upgrades allow you to pay the fare difference to move from Main Cabin to Comfort+, First Class, or United One. Miles upgrades use MileagePlus to request an upgrade — call +1-844-213-7319 to check upgrade availability using miles. Medallion members are automatically considered for complimentary upgrades starting 96 hours before departure for Diamond members, 72 hours for Platinum, 24 hours for Gold, and at check-in for Silver. The higher your Medallion tier, the earlier and more reliably you receive upgrades. Check your upgrade status in the Fly United app under 'My Trips.'

■ Request a United Upgrade — MileagePlus Line: +1-844-213-7319

How Do I Check In for My United Flight?

United online check-in opens 24 hours before your scheduled departure. Check in at United.com/check-in, on the Fly United app, at airport kiosks, or at the full-service ticket counter. Mobile boarding passes are available instantly after online check-in. For check-in issues, call +1-844-213-7319.

Step 1. Online check-in opens exactly **24 hours before departure**. Set a reminder so you don't miss the window.

Step 2. Go to **United.com** → click **Check In**, or open the Fly United app → tap **Check In**. **Step**

3. Enter your last name and PNR (or log in to your MileagePlus account for automatic retrieval).

Step 4. Review your flight details and passenger information. Confirm or update your contact information for flight alerts.

Step 5. Select or confirm your seat if not already done.

Step 6. Confirm bag count and whether you need to drop bags at the airport.

Step 7. Receive your mobile boarding pass — add it to Apple Wallet or Google Pay. Or choose to print at the airport kiosk.

Step 8. Arrive at the airport: 90 min before domestic flights (2 hrs if checking bags), 3 hrs before international.

How Do I Add TSA PreCheck or Known Traveler Number to My United Booking?

Add your Known Traveler Number (KTN) for TSA PreCheck or PASSID for Global Entry in your

MileagePlus account under 'Personal Details,' or at booking in the passenger information page. You can also add it post-booking via 'My Trips.' For same-day additions, call +1-844-213-7319.

TSA PreCheck and Global Entry numbers must be in your booking to appear on your boarding pass — without it, you will not see the PreCheck lane designation even if you are enrolled. The fastest way to ensure it always appears: log in to your MileagePlus account, go to 'Profile → Personal Details → Secure Traveler,' and save your KTN permanently. It will then auto-populate on every future booking. If you forgot to add it and your flight is soon, call +1-844-213-7319 — agents can add your KTN to an existing booking before check-in.

How Do I Update My Contact Information on a United Booking? Update

your contact email and phone number on a United booking via 'My Trips' at United.com — select your booking and look for 'Edit Contact Information.' This ensures you receive flight updates, gate changes, and delay notifications. Call +1-844-213-7319 to update contact details by phone.

Keeping your contact information current is critical for staying informed about your flight. United sends gate change alerts, delay notifications, cancellation notices, and upgrade confirmations to your email and mobile number. If your email is wrong on the booking, you may miss important notifications. For international travel, make sure your mobile number includes the international country code. The Fly United app provides the most immediate notifications — enable push notifications for real-time updates. Contact updates take effect immediately and do not require reissuance of your ticket.

How Do I Add Special Meal Requests to My United Flight? Special meal

requests (vegetarian, kosher, halal, diabetic, etc.) are available on United international flights and select long-haul domestic routes. Request special meals via United.com under 'My Trips' → 'Special Meal Request,' or by calling +1-844-213-7319 at least 24 hours before departure.

Special meal options vary by route. Domestic flights generally offer standard service without pre-selectable special meals. International United One (Business Class) and United Premium Select flights offer the widest range of special meals including vegetarian, vegan, kosher, halal, gluten-free, diabetic, low-sodium, and child meals. Request must be made at least 24 hours before departure — last-minute requests cannot be guaranteed. Confirm your special meal was recorded by calling +1-844-213-7319 if your flight departs within 48 hours and the online system does not confirm it.

How Do I Request Wheelchair or Special Assistance on United? Request

wheelchair assistance or other special accessibility services by calling +1-844-213-7319 during or after booking. You can also add special assistance requests in 'My Trips' at United.com. United provides these services at no charge at all airports. Request at least 48 hours before departure for best coordination.

United Air Lines is committed to accessibility under the Air Carrier Access Act. Services available at no

charge include: wheelchair assistance from curb to gate and gate to aircraft, assistance with stowing carry-on baggage, priority boarding, and special seating arrangements for passengers with disabilities. For passengers who are deaf or hard of hearing, United offers TTY service. For passengers traveling with medical equipment (oxygen concentrators, CPAP machines), call +1-844-213-7319 at least 48–72 hours before departure to confirm requirements and any necessary documentation.

How Do I View My Flight Status on a United Booking?

Check your United flight status at [United.com/flightstatus](https://www.united.com/flightstatus), on the Fly United app under 'Flight Status,' or by calling +1-844-213-7319. Enter your flight number and date. Real-time updates show departure time, gate assignment, delays, and arrival time. Enable app notifications for automatic alerts.

Flight status checking is one of the most-used features of the Fly United app. The app sends push notifications for: gate changes, departure delays, boarding calls, and baggage carousel assignments upon arrival. For the most current gate information on the day of travel, the app is more reliable than the departure boards at smaller airports. You can also track the incoming aircraft for your flight — a useful indicator of whether a delay is likely. Access flight status without logging in at [United.com/flightstatus](https://www.united.com/flightstatus) by entering your flight number (e.g., DL 123) and travel date.

How Do I Add a Companion or Second Passenger to My United Booking?

United does not allow adding new passengers to an existing booking after purchase. To add a travel companion, book a separate ticket for them and link the bookings by selecting the same seats next to each other. To coordinate seat assignments, call +1-844-213-7319 for agent assistance.

This is a common point of confusion — once a booking is made, the passenger count is fixed. New passengers must be booked separately. However, to ensure you sit together, both passengers need their seat assignments confirmed. When booking separately, use the same flight and select adjacent seats during seat selection. If your companion has a different booking and the seats are full, call +1-844-213-7319 — agents can sometimes access seat assignments not visible online to keep companions together, especially on long-haul flights.

What Can You Do in United 'My Trips' — Full Feature Reference

View booking / itinerary	✅ Yes	✅ Yes	PNR or MileagePlus login
Change flight date/time	✅ Yes	✅ Yes	Fare difference may apply
Cancel flight	✅ Yes	✅ Yes	eCredit or cash per fare type
Select / change seat	✅ Yes	✅ Yes	Subject to availability
Add checked baggage	✅ Yes	✅ Yes	Pay online to save vs airport

Request upgrade	✅ Yes	✅ Yes	Cash, miles, or Medallion auto
Online check-in	✅ Yes (24hrs bef		Mobile pass or print
Add KTN / TSA PreCheck	✅ Yes	✅ Yes	Via profile or My Trips
Update contact info	✅ Yes	✅ Yes	Email and phone
Special meal request	✅ International only	✅ Yes	48+ hrs before departure

Special assistance request	✔ Limited	✅ Yes — call first	+1-844-213-7319
Name correction	❌ Not available or		+1-844-213-7319

How Do I Apply a United eCredit to an Existing Booking?

United eCredits can only be applied at the time of booking a new flight — they cannot be added to an existing paid booking. To use your eCredit: start a new booking at United.com, proceed to the payment page, and click 'Apply a Travel Credit or Certificate.' For eCredit assistance, call +1-844-213-7319.

If you have an eCredit from a previous cancellation, it is stored in your MileagePlus account. Log in to United.com to confirm your eCredit balance before starting a new booking. The eCredit auto-populates on the payment screen when you are logged in. If you are not logged in (booking with just a last name + PNR lookup), the eCredit will not appear automatically — you must manually enter the eCredit number from your original confirmation email. For eCredits that are not appearing, call +1-844-213-7319 and provide your original ticket number — agents can apply eCredits manually.

How Do I Cancel My United Booking?

Cancel your United booking at United.com under 'My Trips' → select booking → 'Cancel Flight.' Or call +1-844-213-7319 (24/7). Non-refundable tickets receive a full United eCredit. Refundable tickets receive a cash refund. United-cancelled flights entitle you to a full cash refund. Call +1-800-847-0578 for refund questions.

Step 1. Go to **United.com** → click **My Trips** → select the booking you want to cancel.

Step 2. Click **Cancel Flight**. Review the cancellation terms shown — eCredit amount or cash refund eligibility.

Step 3. Confirm the cancellation. You receive a confirmation email with your eCredit details or refund processing notice.

Step 4. For a **cash refund** (refundable ticket or United-cancelled flight), verify the refund is going

to your original payment — not an eCredit.

Step 5. If you want cash back on a United-cancelled flight but received an eCredit, call **+1-800-847-0578** to convert it.

Step 6. Check your MileagePlus account — eCredits appear immediately. Cash refunds take 7–10 business days for credit cards.

How Do I Contact United About My Existing Booking?

For any questions about an existing United booking, call +1-844-213-7319 (24/7). Have your PNR, passenger name, and flight details ready. You can also manage bookings at United.com/mytrips, via the Fly United app, or by contacting United on Twitter/X @United via direct message. Refund questions: call +1-800-847-0578.

The fastest way to reach a live agent for booking questions is to call +1-844-213-7319 and say 'Existing reservation' when the automated system answers. For Medallion MileagePlus members, calling +1-844-213-7319 routes you to a priority queue with shorter wait times and agents authorized to handle more complex requests. Twitter/X @United DM is surprisingly responsive — typically 1–2 hour reply times — and agents there can pull up your booking and assist with many standard requests without you needing to wait on hold.

Frequently Asked Questions

Q: How do I access My Trips on United?

A: Go to United.com and click 'My Trips' in the top navigation bar. Log in with your MileagePlus account, or enter your last name and 6-character booking confirmation code (PNR). All your current and upcoming bookings will appear.

Q: Can I manage my United booking without a MileagePlus account?

A: Yes. Enter your last name and PNR confirmation code at United.com/mytrips to access your booking without logging in. You can view itinerary, select seats, add bags, and check in without a MileagePlus account.

Q: How do I change my United flight after booking?

A: Go to United.com → My Trips → select your booking → click 'Modify Flight.' Choose your new flight and pay any fare difference. Or call +1-844-213-7319 for phone assistance. Changes are free for Main Cabin and above (fare difference may apply).

Q: How do I check my United baggage allowance?

A: Log in to United.com → My Trips → select your booking. Your baggage allowance based on your fare class and status is shown. Alternatively, call +1-844-213-7319 or check United.com/baggage for the current fee schedule.

Q: What is the United booking management phone number?

A: Call +1-844-213-7319 (available 24/7) for all booking management needs. For MileagePlus account and upgrade questions, call +1-844-213-7319. For refunds, call +1-800-847-0578. International callers use +1-844-569-1450.

■ Manage Your United Booking — Call 24/7:

+1-844-213-7319 ■ United MileagePlus & Upgrades:

+1-844-213-7319

■ International Callers: +1-844-569-1450

This article is for informational purposes only. United Air Lines policies are subject to change. Always verify the latest information at [United.com](https://www.united.com) or by calling +1-844-213-7319.