

# Self Service Check-In Step by Step Guide

Last updated: 6 November 2023

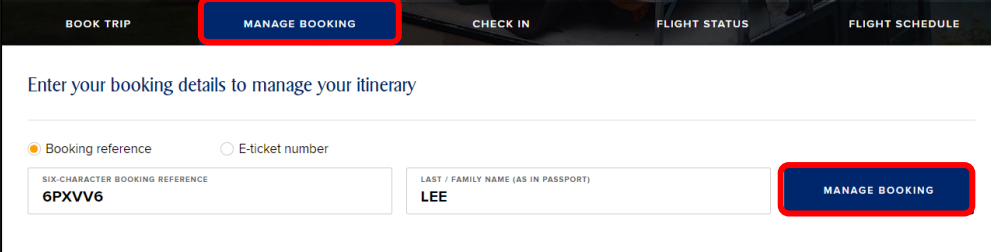
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## Auto Check-in

To check-in automatically, turn on your Auto Check-in function at least 48 hours before your flight.

1. Select the Manage Booking tab on the homepage of [singaporeair.com](https://singaporeair.com). Retrieve your booking via your six-character booking reference or 13-digit e-ticket number and last name.



BOOK TRIP **MANAGE BOOKING** CHECK IN FLIGHT STATUS FLIGHT SCHEDULE

Enter your booking details to manage your itinerary

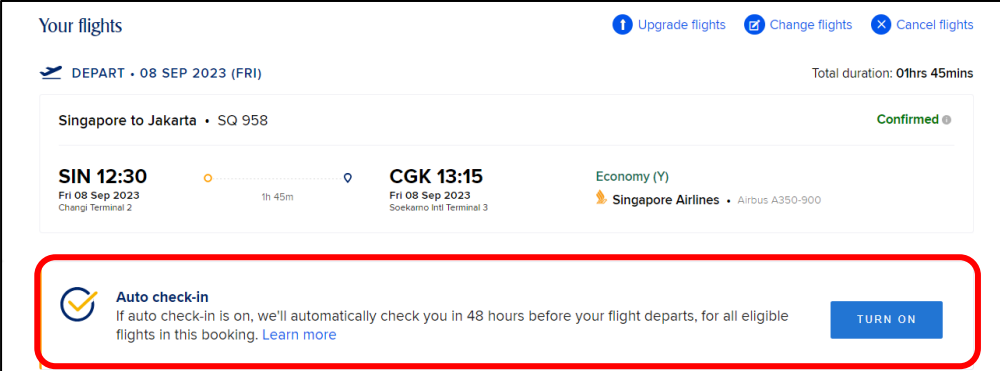
☒ Booking reference ☐ E-ticket number

SIX-CHARACTER BOOKING REFERENCE  
6PXVV6

LAST / FAMILY NAME (AS IN PASSPORT)  
LEE

**MANAGE BOOKING**

2. The auto check-in widget will be available on your Manage Booking page if your booking is eligible for this service. Select **TURN ON** to enable auto check-in for all eligible flights in your booking.



Your flights [Upgrade flights](#) [Change flights](#) [Cancel flights](#)

DEPART • 08 SEP 2023 (FRI) Total duration: 01hrs 45mins


Singapore to Jakarta • SQ 958 Confirmed @

**SIN 12:30**  
Fri 08 Sep 2023  
Changi Terminal 2

1h 45m

**CGK 13:15**  
Fri 08 Sep 2023  
Soekarno Intl Terminal 3

Economy (Y)  
Singapore Airlines • Airbus A350-900


 **Auto check-in**  
If auto check-in is on, we'll automatically check you in 48 hours before your flight departs, for all eligible flights in this booking. [Learn more](#)

**TURN ON**

3. Enter your information on the passenger details page and click on **PROCEED**.

### Complete your details to turn on auto check-in

All fields are required unless marked as optional

 **William Lee - Adult**

PERSONAL DETAILS

TITLE  
Mr.

FIRST / GIVEN NAME (AS IN PASSPORT)  
William

LAST / FAMILY NAME (AS IN PASSPORT)  
Lee

☐ This passenger does not have a first / given name in the passport

DATE OF BIRTH  
01 Jan 1980

GENDER  
☒ Male ☐ Female

CONTACT DETAILS


EMAIL ADDRESS  
AAA@BBB.com

☒ Mobile number ☐ Home number ☐ Business number

COUNTRY/REGION  
Singapore (+65)

Area

MOBILE NUMBER  
87654321

Receive flight updates via ☒ Text message ☐ WhatsApp 

PASSPORT DETAILS ⓘ

NATIONALITY  
Singapore

PASSPORT NUMBER  
A12345

PASSPORT EXPIRY DATE  
10 Oct 2030


PASSPORT ISSUING COUNTRY  
Singapore

FREQUENT FLYER DETAILS (OPTIONAL) ⓘ

Enter your KrisFlyer number to earn miles and enjoy complimentary Wi-Fi on selected flights.

Frequent flyer programme

Membership number



IN CASE OF EMERGENCY (OPTIONAL) 


CANCEL

PROCEED

4. Review your information provided on the auto check-in summary page before clicking on **PROCEED**. You may also edit your details after reviewing your passenger details.

## 2. Passenger Details

 **William Lee** - Adult 

PERSONAL AND CONTACT DETAILS  [Edit details](#)

Passenger name <b>Mr William Lee</b>	Date of Birth <b>01 Jan 1980</b>	Nationality <b>Singapore</b>	Gender <b>Male</b>
Email address <b>AAA@BBB.COM</b>	Mobile number <b>+65 87654321</b>		

PASSPORT DETAILS

Passport number <b>A12345</b>	Passport expiry date <b>10 Oct 2030</b>	Passport issuing country <b>Singapore</b>
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FREQUENT FLYER DETAILS

Frequent flyer programme -	Membership number -
-------------------------------	------------------------

NEXT OF KIN DETAILS

Name of next of kin -	Relation -	Phone number -
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### Read and accept our Privacy Policy

Singapore Airlines collects, uses and discloses Customer Data to give you a safe, smooth and personalised experience with us. This allows us to provide services and products that are best suited to meet your needs

By submitting your information, you acknowledge and accept Singapore Airlines' [Privacy Policy](#) and all terms listed below. The policy may be amended from time to time. Follow the links below for more information:

- > [Personal information collected](#)
- > [Purpose of collection and use of personal information](#)
- > [Terms of retention](#)

☒ I confirm that my / our personal details are correct, and that I understand and accept the above.

CANCEL

PROCEED

5. Auto Check-in has been turned on. You may still use the Manage Booking function to manage your itinerary.


### Auto check-in has been turned on

All done! You'll receive an email confirmation once we've checked you in for each flight in your booking, 48 hours before departure.


From now until your flight departs, you can still manage your booking as usual.

#### MANAGE BOOKING


From now until 48 hours before your flight departs




Select your seats in advance




Change / upgrade your flights



Change / Select / Skip a meal



Pre-purchase additional baggage




Turn off auto check-in\*


\*Available up to 48 hours before the departure of your flights

#### MANAGE CHECK-IN


After we've automatically checked you in, from 48 hours to 1.5 hours before your flight departs



Change your seats



Generate your digital boarding passes\*



Cancel check-in

\*For U.S. flights, boarding passes will be available from 24 hours to 1.5 hours before your flight departs.

[Learn more about auto check-in](#)[BACK TO MANAGE BOOKING](#)

### Your flights

[Upgrade flights](#)[Change flights](#)[Cancel flights](#)

DEPART • 08 SEP 2023 (FRI) Total duration: 01hrs 45mins


Singapore to Jakarta • SQ 958 Confirmed

**SIN 12:30**  
Fri 08 Sep 2023  
Changi Terminal 2

1h 45m

**CGK 13:15**  
Fri 08 Sep 2023  
Soekarno Int'l Terminal 3

Economy (Y)  
Singapore Airlines • Airbus A350-900



**Auto check-in** ON | Passengers: William Lee

We'll automatically check you in 48 hours before your flight departs, for all eligible flights in this booking.

...

4

6. You will receive a confirmation email that Auto Check-in has been turned on.

## You'll be automatically checked in for your flight

Booking Reference 6PXVW6



Dear Mr William Lee,

Thank you for providing your details to be automatically checked in. You can now sit back and relax as we do the necessary when online check-in opens. A confirmation will be sent to you once your check-in is successful.

[Manage Booking](#)

Select / Change your seats and meals, update your personal details, and more.

### Flights you'll be automatically checked-in for

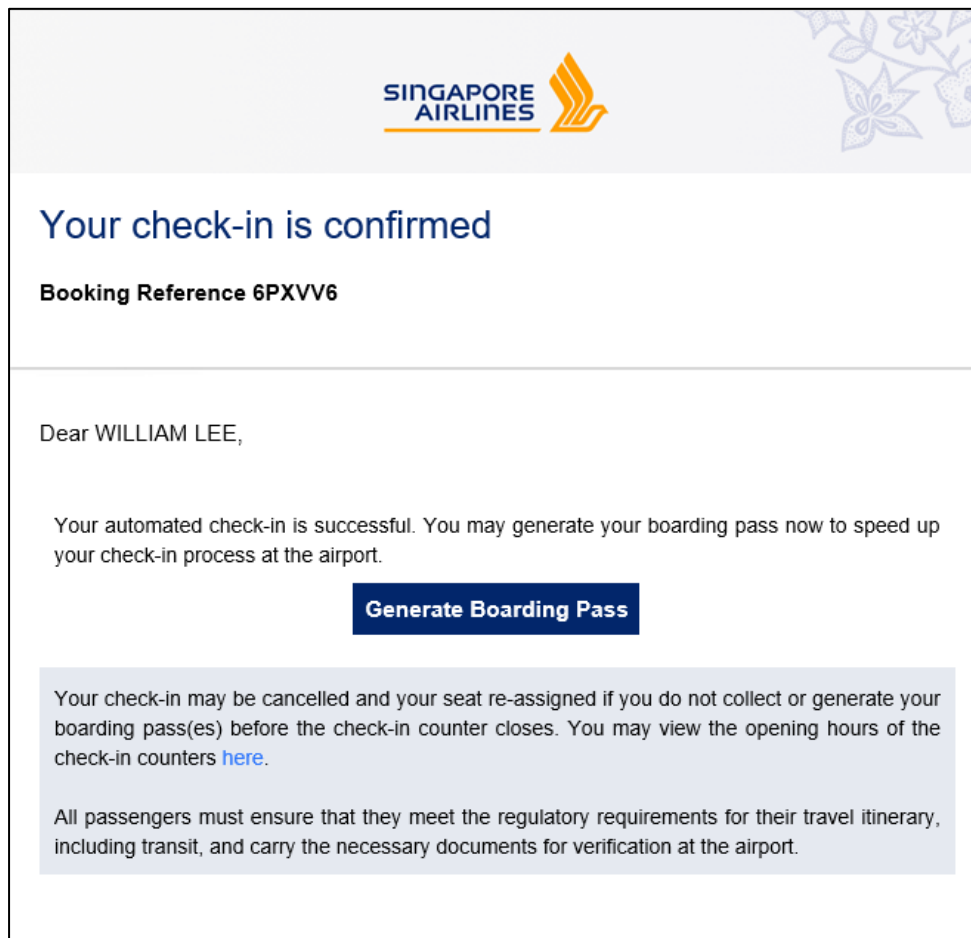
Flight	Departs	Arrives
1. Singapore to Jakarta - Total travel time: 1hrs 45mins <span style="float: right;">Status: Confirmed</span>		
<b>SQ 958</b> Airbus A350-900 Operated by Singapore Airlines	Scheduled Time of Departure	Scheduled Time of Arrival
	<b>SIN 12:30</b>	<b>CGK 13:15</b>
	08 Sep (Fri)	08 Sep (Fri)
	Singapore, Changi, Terminal 2	Jakarta, Soekarno Intl
	Flying time: 1hrs 45mins	
	Cabin class: Economy (Y)	

### Passengers

[> Visa requirements](#)

Flights	Seats	Baggage
1. MR WILLIAM LEE <span style="float: right;"><a href="#">&gt; Join KrisFlyer</a></span>		
SQ 958 SIN - CGK	No seats selected	Free: 30 kg

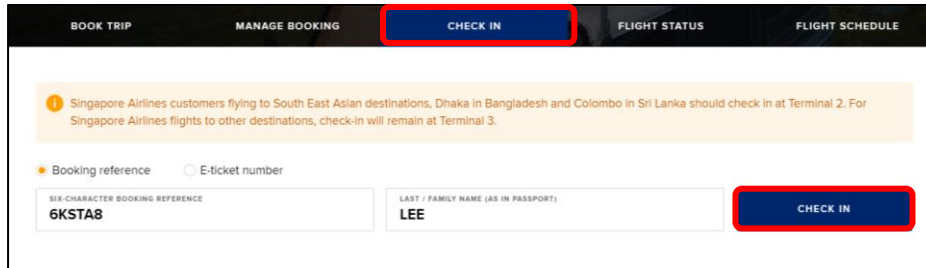
7. At 48 hours before departure, you will be automatically checked in for your flight. Upon successful Auto Check-in, you will receive a confirmation email.



## Online Check-In

Check in online from 48hours to 1.5hours before your flight departs.

1. Select the Check-in tab on the homepage of [singaporeair.com](https://singaporeair.com). Retrieve your booking via your six-character booking reference or 13-digit e-ticket number and last name.



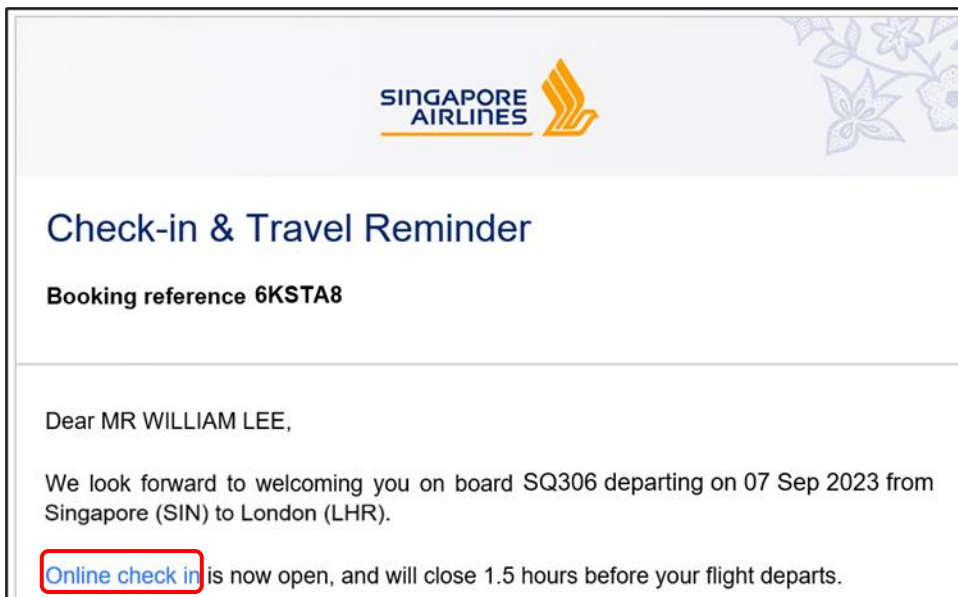
BOOK TRIP    MANAGE BOOKING    **CHECK IN**    FLIGHT STATUS    FLIGHT SCHEDULE

**1** Singapore Airlines customers flying to South East Asian destinations, Dhaka in Bangladesh and Colombo in Sri Lanka should check in at Terminal 2. For Singapore Airlines flights to other destinations, check-in will remain at Terminal 3.

☒ Booking reference    ☐ E-ticket number

SIX-CHARACTER BOOKING REFERENCE: **6KSTA8**    LAST / FAMILY NAME (AS IN PASSPORT): **LEE**    **CHECK IN**

You may also check in for your flight by clicking on the link available in your Check-in and travel reminder email.



**SINGAPORE AIRLINES**

### Check-in & Travel Reminder

**Booking reference 6KSTA8**

Dear MR WILLIAM LEE,

We look forward to welcoming you on board SQ306 departing on 07 Sep 2023 from Singapore (SIN) to London (LHR).

**Online check in** is now open, and will close 1.5 hours before your flight departs.



2. Review your flight details and select the passengers to check-in on the Check-in overview page and click on **CHECK-IN**.

**SINGAPORE AIRLINES**

1 CHECK-IN 2 PASSENGER DETAILS 3 CONFIRMATION

**Important Information** [Hide ^](#)

To prevent misuse, do not reveal your personal data such as booking reference numbers, ticket numbers or boarding pass barcodes publicly including on social media.

All [battery-operated devices](#) in checked baggage must be completely switched off (not in sleep or hibernation mode), protected from damage, and prevented from unintentional activation.

Passengers are required to wear face masks on board flights departing to or arriving from China. Masks are not required in Singapore Changi Airport.

**Check-in**

**BOOKING REFERENCE**  
**6KSTA8**

**1. Singapore to London** **ECONOMY (Y)** ✓

**SIN 01:10**  
SINGAPORE  
Thu 07 Sep  
Changi Terminal 3

13hrs 35mins

**LHR 07:45**  
LONDON  
Thu 07 Sep  
Heathrow Terminal 2

**Singapore Airlines • SQ 306**  
Boeing 777-300ER  
Economy

**Select passengers** [^](#)

☒ **Select all**

☒ Mr William Lee

**CHECK-IN**

3. Enter your information on the passenger details page and click on **PROCEED TO CHECK-IN**.

**SINGAPORE AIRLINES**

1 CHECK-IN 2 PASSENGER DETAILS 3 CONFIRMATION

### Passenger Details

Each passenger must hold a valid passport (and visa(s), if required) to be allowed entry into each destination on the flight itinerary. Singapore Airlines cannot be held responsible if a passenger is denied entry and/or deported by any local authority.

All fields are required unless marked as optional

**William Lee - Adult**

#### PERSONAL DETAILS

TITLE: Mr FIRST / GIVEN NAME (AS IN PASSPORT): William LAST / FAMILY NAME (AS IN PASSPORT): Lee

☐ This passenger does not have a first / given name in the passport

DATE OF BIRTH: 01 Jan 1980 GENDER: ☒ Male ☐ Female

#### CONTACT DETAILS

EMAIL ADDRESS: AAA@BBB.COM

☒ Mobile Number ☐ Home number ☐ Business number

COUNTRY/REGION: Singapore(+65) AREA: MOBILE NUMBER: 87654321

Receive flight updates via: ☒ Text message ☐ WhatsApp

#### PASSPORT DETAILS

NATIONALITY: Singapore

PASSPORT NUMBER: A12345 PASSPORT EXPIRY DATE: 10 Oct 2030 PASSPORT ISSUING COUNTRY: Singapore

#### FREQUENT FLYER DETAILS (OPTIONAL)

Enter your KrisFlyer number to earn miles and enjoy complimentary Wi-Fi on selected flights.

Frequent flyer programme: Membership number:

#### IN CASE OF EMERGENCY

**Read and accept our Privacy Policy**

Singapore Airlines collects, uses and discloses Customer Data to give you a safe, smooth and personalised experience with us. This allows us to provide services and products that are best suited to meet your needs.

By submitting your information, you acknowledge and accept Singapore Airlines' [Privacy Policy](#) and all terms listed below. The policy may be amended from time to time.

Follow the links below for more information:

- > [Personal information collected](#)
- > [Purpose of collection and use of personal information](#)
- > [Terms of retention](#)

☒ I confirm that my / our personal details are correct, and that I understand and accept the above.

**PROCEED TO CHECK-IN**

4. Check-in is completed and a check-in confirmation email will be sent to your email. You may now change your seat, generate your boarding pass, and declare your baggage (if you are travelling from Singapore).

The screenshot shows the Singapore Airlines check-in confirmation page. At the top, there's a blue header with the Singapore Airlines logo and three tabs: 1 CHECK-IN, 2 PASSENGER DETAILS, and 3 CONFIRMATION. Below the header, there's a yellow box with 'Important Information' containing two paragraphs of text. The main section is titled 'Check-in Completed' with a 'Cancel all check-ins' link. To the right, there's a 'BOOKING REFERENCE' box showing '6KSTA8'. Below this, there's a section 'Things to prepare before you head to the airport' with three items: 'Check entry and visa requirements', 'Prepare required travel documents', and 'Place any special meal requests'. The bottom section is titled '1. Singapore to London' with a green checkmark next to 'ECONOMY (Y)'. It shows flight details: SIN 01:10 to LHR 07:45, 13hrs 35mins, Singapore Airlines - 5G 306, Boeing 777-300ER, Economy. Below this, there's a table for 'Passengers checked-in (1/1)' with columns for Passenger Name, Seat, Meals, Baggage, and Additional Info. The passenger listed is William Lee, seated in 45G (Forward zone seat), with meals (Supper and Breakfast), 30 kg baggage, and a note that a visa check is not required for Singapore passport holders.

**SINGAPORE AIRLINES**

1 CHECK-IN 2 PASSENGER DETAILS 3 CONFIRMATION

**Important Information** [Hide](#)

To prevent misuse, do not reveal your personal data such as booking reference numbers, ticket numbers or boarding pass barcodes publicly including on social media.

All [battery-operated devices](#) in checked baggage must be completely switched off (not in sleep or hibernation mode), protected from damage, and prevented from unintentional activation.

**Check-in Completed** [Cancel all check-ins](#)

**BOOKING REFERENCE**  
**6KSTA8**

**Things to prepare before you head to the airport**

- Check entry and visa requirements**  
Travel requirements may change at short notice. Check that you meet your destination's [entry](#) and [visa requirements](#), and ensure your passport has at least six months of validity.
- Prepare required travel documents**  
As document checks may be required at the airport, We recommend that you prepare all [required travel documents](#) and [head to the airport early](#).
- Place any special meal requests**  
Have a look at our new digitised inflight menu for [SIN-LHR](#). If you have any special meal-related requests, please let us know in [Manage Booking](#) at least 24 hours prior to departure. When on board, the inflight menu can also be accessed via your personal device.

**1. Singapore to London** **ECONOMY (Y)** ✓

**SIN 01:10**  
SINGAPORE  
Fri 07 Sep  
Changi Terminal 3


13hrs 35mins

**LHR 07:45**  
LONDON  
Fri 07 Sep  
Heathrow Terminal 2

**Singapore Airlines • 5G 306**  
Boeing 777-300ER  
Economy

**Passengers checked-in (1/1)** [Change Seat](#) [Cancel check-in](#) [Get Boarding Pass](#)

Passenger	Seat	Meals	Baggage	Additional Info
1. William Lee	45G (Forward zone seat)	Supper - Inflight Menu Breakfast - Inflight Menu	30 kg	Visa check not required for (Singapore) passport.



## Your check-in is confirmed


**Booking Reference 6KSTA8**

---

Dear Mr William Lee,

You're all set for your trip! This email has all the details of your check-in on [singaporeair.com](https://singaporeair.com).

**i** Do arrive at the airport at least 2.5 hours before your flight departs, as staff may need to review your travel documents.


[Get boarding pass](#)

Remember to generate your boarding passes, or make sure you have easy access to them when you travel.


5. To view your seat, click on **CHANGE SEAT**. You may change your seat number by selecting any available seat and clicking on **SAVE & EXIT**. If you have printed your boarding pass before changing your seat number, please print your boarding pass again to reflect your new seat number.

Note: If your itinerary consists of flights operated by Singapore Airlines and other partner airlines, you may select seats for your Singapore Airlines flight and selected partner airlines\* during Check-In


1. Singapore to London ECONOMY (Y) ✓

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**SIN 01:10**  
SINGAPORE  
Fri 07 Sep  
Changi Terminal 3


  
13hrs 35mins


**LHR 07:45**  
LONDON  
Fri 07 Sep  
Heathrow Terminal 2


 Singapore Airlines • SQ 306  
Boeing 777-300ER  
Economy

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Passengers checked-in (1/1)

 **Change Seat**

 Cancel check-in

 Get Boarding Pass

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1. William Lee	✈	Seat	45G (Forward zone seat)
	🍴	Meals	Supper - Inflight Menu Breakfast - Inflight Menu
	🧳	Baggage	30 kg
	ℹ	Additional Info	Visa check not required for (Singapore) passport.

SINGAPORE AIRLINES

SEATSCONFIRMATION

Select your seatsEXIT SEAT SELECTION

SIN → LHR ECONOMY

William Lee

45G  
Forward Zone Seat

LEGEND

Premium Economy Extra Legroom Seat  
[More info](#)

Premium Economy Standard Seat  
[More info](#)

Extra Legroom Seat

Forward Zone Seat

Standard Seat

Selected seat(s)

Not available

Bassinet

Non-reclining row

Windowless seat

All seats are equipped with:  
110V AC11.1-inch touchscreen monitor

SQ 306 • Boeing 777-300ER

A	B	C	D	E	G	H	J	K	
41	X	X	X	X	X	X	X	X	41
42	X	X	X	X	42E	X	X	X	42
43	X	X	X	X	43E	X	X	X	43
44	X	X	X	X	44E	X	X	X	44
45	X	X	X	X	45E	1	X	X	45
46	X	X	X	X	X	X	X	X	46
47	X	X	X	X	47E	X	X	X	47
48	X	X				48H		48K	48
GALLEY			GALLEY			GALLEY			
GALLEY			GALLEY			GALLEY			
EXIT			GALLEY			EXIT			
49	X	X	X	X	X	X	X	X	49
50	X	X	X	X	X	X	X	X	50
51	X	X	X	X	51E	X	X	X	51
52	X	X	X	X	52E	X	X	X	52
53	X	X	X	X	X	X	X	X	53
54	X	54B	X	X	X	X	X	X	54
55	X	X	X	X	55E	X	X	X	55
56	X	X	X	X	56E	X	X	X	56
57	X	X	X	X	57E	X	X	X	57
58	X	X	X	X	58E	X	X	X	58
59	X	X	X	X	59E	X	X	X	59
60	X	X	X	X	60E	X	X	X	60
61	61A	61C	X	X	X	X	X	61K	61
62	GALLEY		GALLEY			62H		62K	62
EXIT			GALLEY			EXIT			
GALLEY			GALLEY			GALLEY			

SAVE AND EXIT

\*Selected partner airline: Lufthansa, Swiss International, Scandinavian Airlines System, TAP Portugal, Air Canada, Eva Air, All Nippon Airways, LOT Polish Airlines, Croatia Airlines, Brussels Airlines. Aegean Airlines. Egyptair and Austrian

6. Click on **GET BOARDING PASS** to generate your digital boarding pass. You may opt to download your boarding pass or have it sent to your email.

1. Singapore to London ECONOMY (Y) ✓

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**SIN 01:10**  
SINGAPORE  
Fri 07 Sep  
Changi Terminal 3

13hrs 35mins

**LHR 07:45**  
LONDON  
Fri 07 Sep  
Heathrow Terminal 2

Singapore Airlines • SQ 306  
Boeing 777-300ER  
Economy

---

Passengers checked-in (1/1) [Change Seat](#) [Cancel check-in](#) [Get Boarding Pass](#)

---

**1. William Lee**

**Seat** 45G (Forward zone seat)

**Meals** Supper - Inflight Menu  
Breakfast - Inflight Menu

**Baggage** 30 kg

**Additional Info** Visa check not required for (Singapore) passport.

### Acknowledge boarding regulations

Before you can get your boarding pass, please acknowledge the prohibited items list.







#### Checked baggage

These items are not permitted in checked baggage:

	Power banks, spare / loose batteries		Compressed gases		Flammable items
	Oxidising materials		Corrosives		Disabling devices / electric shock weapons
	Firearms / guns		Explosives		Toxic & infectious substances
	Magnetised materials		Radioactive materials		Smart bags
	Mobility devices				

#### Cabin baggage

Along with the items in above, these items are not permitted in cabin baggage.

	Powerbanks >100Wh*		Fire starters		Sharp objects
	Ammunition		Blunt objects		Worker tools

\*Only power banks of 100Wh and below are allowed in cabin baggage


All lithium battery-operated devices not exceeding 160Wh can be carried in checked baggage and must be completely switched off (not in sleep or hibernation mode).

Failure to declare hazardous materials may result in civil or criminal penalties for passengers. For more information, including other baggage restrictions, please refer [here](#).

☒ I understand the restrictions and will not pack any prohibited items in my checked and/or cabin baggage.

PROCEED

## Get boarding passes

 **Important Information**

Hide ^

All [battery-operated devices](#) in checked baggage must be completely switched off (not in sleep or hibernation mode), protected from damage, and prevented from unintentional activation.

Depending on itinerary and regulatory requirements, some passengers may not be eligible for boarding passes. If you're unable to generate your boarding pass online, please get it from the self-service kiosks or check-in counters at the airport on the day of your departure.

To prevent misuse, do not reveal your personal data such as booking reference numbers, ticket numbers or boarding pass barcodes publicly including on social media.

Boarding pass for **William Lee** will be sent to the email address(es) below.

EMAIL  
AAA@BBB.COM


+ Add email address


Download boarding passes

SEND

SQ 306

ECONOMY CLASS






Mr William Lee

SIN

Singapore

Changi

Terminal 3



LHR

London

Heathrow

Terminal 2

SQ 306 • 7 Sep • Economy Class

BOARDING	GROUP	GATE	SEAT
00:10 7 Sep	4	-	54G

Scheduled time of departure  
01:10, 07 Sep 2023

Scheduled time of arrival  
07:45, 07 Sep 2023

Operating airline  
Singapore Airlines

Aircraft type  
Boeing 777-300ER

Airline use  
001

14

7. If you are travelling from Singapore, you may declare your baggage after printing your digital boarding pass by clicking on **DECLARE CHECKED BAGGAGE**. After declaring your checked bags, please proceed to the self-service kiosk at the airport to scan your digital boarding pass and print your baggage tag.


1. Singapore to London ECONOMY (Y) ✓

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**SIN 01:10**  
SINGAPORE  
Thu 07 Sep  
Changi Terminal 3

13hrs 35mins

**LHR 07:45**  
LONDON  
Thu 07 Sep  
Heathrow Terminal 2

 Singapore Airlines • SQ 306  
Boeing 777-300ER  
Economy

---


Passengers checked-in (1/1)

Change Seat

Cancel check-in

Get Boarding Pass




**Declare checked baggage**

 **SINGAPORE AIRLINES**


## Declare checked baggage

Tell us how many bags you intend to check in, so you can choose to print your bag tags at the self-service kiosks and minimise contact during your journey.

### How it works


-  **1. Indicate the number of checked bags you have**  
You can do this after you have generated your digital boarding pass. If you are travelling with others, you can choose to combine your baggage allowance for more flexibility.
-  **2. Print your baggage tags**  
At the airport, proceed to the self-service kiosks to print your baggage tags. You will be asked to scan your digital boarding pass.
-  **3. Check in your bags at the automated bag drop**  
Attach your baggage tags to your bags and drop them off at the automated bag drop counters.

**START**

 **SINGAPORE AIRLINES**

## Declare checked baggage


Tell us how many bags you intend to check in, so you can choose to print your bag tags at the self-service kiosks and minimise contact during your journey.

 **How many bags are you checking in?**

---


**PASSENGER**  
**Mr William Lee**  
Baggage Allowance: 30Kg

**NUMBER OF CHECKED BAGS**  
- 1 +

 You will not be able to change the number of checked bags after submitting. If you decide to check in a different number of bags on your day of travel, proceed to our airport check-in counters instead.

**SUBMIT**






### Baggage tags generated

Your baggage tags have been generated. You may print them at the self-service kiosks in the airport by scanning your digital boarding pass.

Passenger	Number Of Checked Bags
Mr William Lee	1

 If you decide to check in a different number of bags on your day of travel, proceed to our airport check-in counters instead.

OK

## Return Check-in

If you are returning within 48 hours of your departing flight, you can check in for both flights at the same time (except for flights to and from cities in the United States of America).

1. On your Check-in overview page, select the passenger to check-in for each sector and click on the **CHECK-IN** button.

**Check-in**

BOOKING REFERENCE  
**6GCZY4**

**1. Jakarta to Singapore** ECONOMY (Y) ✓

CGK 05:25  
JAKARTA  
Tue 05 Sep  
Soekarno Intl  
Terminal 3

1hrs 45mins

SIN 08:10  
SINGAPORE  
Tue 05 Sep  
Changi

Singapore Airlines • SQ 951  
Boeing 777-300ER  
Economy

Select passengers

☒ Select all

☒ Mr William Lee

**2. Singapore to Jakarta** ECONOMY (Y) ✓

SIN 21:55  
SINGAPORE  
Tue 05 Sep  
Changi Terminal 2

1hrs 45mins

CGK 22:40  
JAKARTA  
Tue 05 Sep  
Soekarno Intl  
Terminal 3

Singapore Airlines • SQ 968  
Boeing 777-300ER  
Economy

Select passengers

☒ Select all

☒ Mr William Lee

**CHECK-IN**
2. Repeat steps 3 to 7 from the online check-in guide

## Through Check-in

If your itinerary includes connecting flights operated by SIA, as well as those by [partner airlines](#), you may check-in for all flights to your final destination. If your first flight is on Scoot, please proceed to the airport to check-in.

1. On your Check-in overview page, select the passenger to check-in for each sector and click on the **CHECK-IN** button.

**Check-in**

BOOKING REFERENCE  
**6G5DHI**

**1. Jakarta to Singapore** ECONOMY (Y) ✓

CGK 05:25  
JAKARTA  
Tue 05 Sep  
Soekarno Intl  
Terminal 3

1hrs 45mins

SIN 08:10  
SINGAPORE  
Tue 05 Sep  
Changi

Singapore Airlines • SQ 951  
Boeing 777-300ER  
Economy

Select passengers

☒ Select all

☒ Mr William Lee

**2. Singapore to Frankfurt** ECONOMY (Y) ✓

SIN 23:55  
SINGAPORE  
Tue 05 Sep  
Changi Terminal 3

12hrs 50mins

FRA 06:45  
FRANKFURT  
Wed 06 Sep  
Rhein Main Terminal 1

Singapore Airlines • SQ 26  
Boeing 777-300ER  
Economy

Select passengers

☒ Select all

☒ Mr William Lee

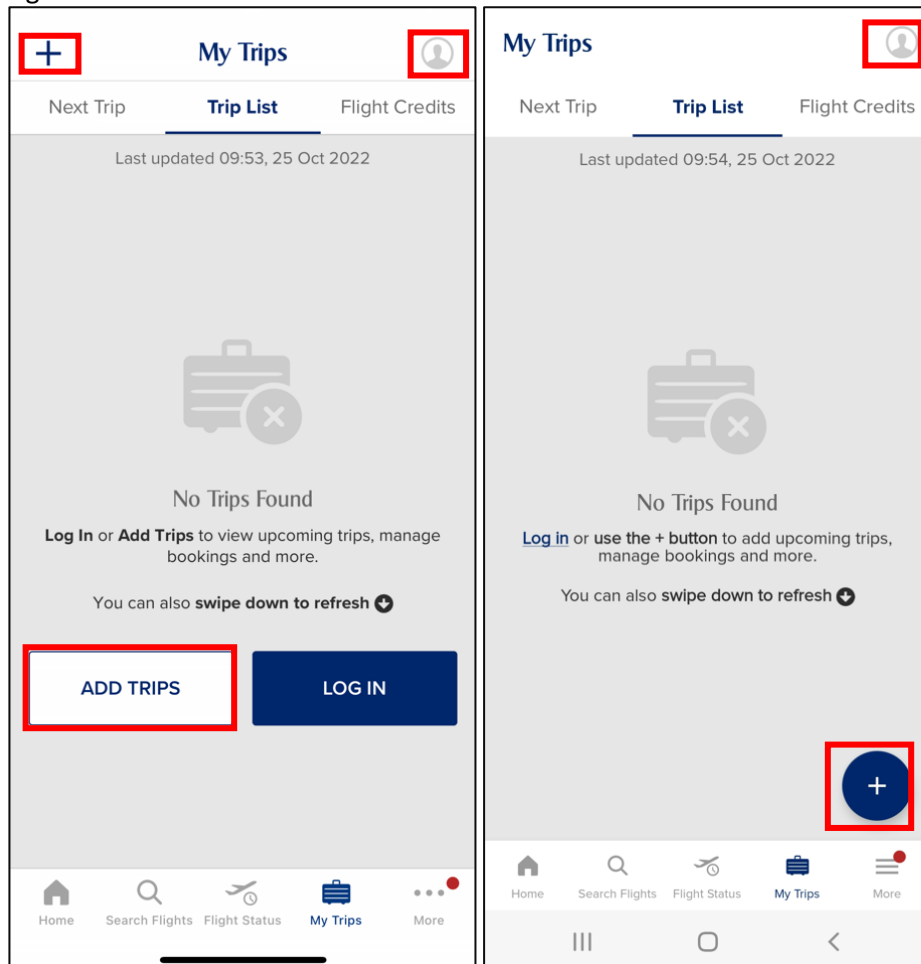
**CHECK-IN**

2. Repeat steps 3 to 7 from the online check-in guide

## Mobile Check-in

Check-in on the go via the SingaporeAir mobile app. Check-in is available from 48hours to 1.5hours before flight departure.

1. Access the "MY TRIPS" tab on the mobile app. To add your booking(s) to the mobile app:  
**iOS:** select the + icon on the top left corner or the **ADD TRIPS** button  
**Android:** select the + icon on the bottom right  
Note: To retrieve your booking(s) using your KrisFlyer account, click on the icon at the top right corner.



iOS

Android

2. If there are multiple flights added to My Trips, select the booking you wish to check-in for, and click on **CHECK IN NOW** to begin checking in for your flight.

**My Trips**

Next Trip **Trip List**

Last updated 10:32, 29 Aug 2023

**5CRCQ9**  
Booking reference

Upcoming flight **Frankfurt - Singapore**  
Departing **29 Aug 2023**

**5H3IPA**  
Booking reference

Upcoming flight **Singapore - Jakarta**  
Departing **30 Aug 2023**

**Trip Details**

Last updated 10:30, 29 Aug 2023

Booking reference **5H3IPA**  
Trip to Jakarta

Online check-in for this flight is open.

**CHECK IN NOW**

**Flight Details**

Booking status **Confirmed**

Singapore Airlines • SQ 968  
Economy • Boeing 777-300ER  
Flying time: 1hr 45mins

**Scheduled**  
**21:55**  
30 Aug, Wed

**Scheduled**  
**22:40**  
30 Aug, Wed

**SIN** **CGK**  
Singapore Changi Terminal 2 Jakarta Soekarno Intl Terminal 3

3. If there are missing passenger details, select **EDIT** to update the necessary details, and click on **SAVE** to return to Check-in summary.

**Check-In Summary**

**Not Checked-In** **Checked-In**

To prevent misuse, do not reveal your personal data such as booking reference numbers, ticket numbers or boarding pass barcodes publicly including on social media.

All battery-operated devices in checked baggage must be completely switched off (not in sleep or hibernation mode), protected from damage, and prevented from unintentional activation.

Enjoy unlimited complimentary Wi-Fi on Singapore Airlines flights by entering your KrisFlyer number in Manage Booking (not available on Singapore Airlines 737-800NG aircraft).

[View more details >](#)

**Singapore to Jakarta**  
Economy  
Singapore Airlines • SQ 968

To check in, ensure all required passenger details are provided

**MR WILLIAM LEE**  
Select Edit to enter required details **Edit**

**CHECK-IN**

**Passenger Details**

You will receive important updates about your flight via text message to your mobile number only.

Country / Region Code  
Singapore (+65) Area Code

Phone Number  
99663322

**Emergency Contact (Optional)**  
In case of emergency, provide the contact details of someone who is not a passenger in this booking.

Name  
monica lee

Relation  
sister

**Phone Number**

Country / Region Code  
Singapore (+65)

Phone Number  
98765432

**SAVE**

4. Ensure that all checkboxes are ticked before clicking on **CHECK-IN**

**Check-In Summary**

Not Checked-In Checked-In

Enjoy unlimited complimentary Wi-Fi on Singapore Airlines flights by entering your KrisFlyer number in Manage Booking (not available on Singapore Airlines 737-800NG aircraft).

[View more details >](#)

**Singapore to Jakarta**  
Economy  
Singapore Airlines • SQ 968

**Select passengers for check-in**

☒ MR WILLIAM LEE [Edit](#)

☒ I confirm that all my/our passenger details are correct.

I have read, understood and accept the restrictions on carrying dangerous items on board and Singapore Airlines' Privacy Policy and terms.

[View privacy policy >](#)

[View restrictions on prohibited items >](#)

**CHECK-IN**

**Check-In Completed**

For flights operated by Singapore Airlines, you can review your meal selection, change your allocated seat, and get a boarding pass in your check-in summary.

**VIEW CHECK-IN SUMMARY**

5. To view your seat, select **EDIT** on the right of your current seat number. You may change your seat number by selecting an available seat and clicking on **DONE**, or **X** if you wish to retain your existing seat.

**Check-In Summary**

Not Checked-In Checked-In

prevented from unintentional activation.

Enjoy unlimited complimentary Wi-Fi on Singapore Airlines flights by entering your KrisFlyer number in Manage Booking (not available on Singapore Airlines 737-800NG aircraft).

[View more details >](#)

[Cancel check-in >](#)

**Singapore to Jakarta**  
Economy  
Singapore Airlines • SQ 968

**MR WILLIAM LEE**

Selected Seat **53K** [Edit](#)

Additional Information:  
Visa check not required for Singapore passport.

**VIEW BOARDING PASS**

**BACK TO TRIP DETAILS**

**SIN - CGK**

Economy  
Singapore Airlines • SQ 968  
Boeing 777-300ER

**33A**  
WILLIAM LEE

Premium Economy Standard Seat Forward Zone Standard Seat

	A	C	D	E	F	G	H	K
31	X	X	X	X	X	X	X	X
32	★	★	X	X	X	X	★	★
33	WL	★	★	★	★	★	★	★
34								

	A	B	C	D	E	G	H	J	K
41	X	X		X	X		X	X	X
42									
43									

**DONE**

9. To generate your Mobile Boarding Pass (MBP), click on **VIEW BOARDING PASS**.

← Check-In Summary

Not Checked-In **Checked-In**

prevented from unintentional activation.

Enjoy unlimited complimentary Wi-Fi on Singapore Airlines flights by entering your KrisFlyer number in Manage Booking (not available on Singapore Airlines 737-800NG aircraft).

[View more details >](#)

[Cancel check-in >](#)

**Singapore to Jakarta**  
Economy  
Singapore Airlines • SQ 968

**MR WILLIAM LEE**

Selected Seat **33A** Edit

Additional Information:  
Visa check not required for Singapore passport.

**VIEW BOARDING PASS**

[BACK TO TRIP DETAILS](#)

← Trip Details

Last updated 11:55, 29 Aug 2023

Booking reference **5H3IPA**  
Trip to Jakarta

You are already checked-in for this flight.

**VIEW BOARDING PASS**

**Flight Details**

Booking status **Confirmed**

Singapore Airlines • SQ 968  
Economy • Boeing 777-300ER  
Flying time: 1hr 45mins

<b>Scheduled</b> <b>21:55</b> 30 Aug, Wed	<b>Scheduled</b> <b>22:40</b> 30 Aug, Wed
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**SIN** ————— **CGK**

**Singapore** **Jakarta**  
Changi Soekarno Intl  
Terminal 2 Terminal 3

10. Review the boarding declarations before ticking on the checkbox and clicking on **PROCEED**.

✕ **Boarding Declarations**

Checked baggage prohibited items

Cabin baggage: extra restrictions

Along with the items above, these items are not permitted in cabin baggage:

Powerbanks >100Wh*	Fire Starters
Sharp Objects	Ammunition
Blunt Objects	Worker tools

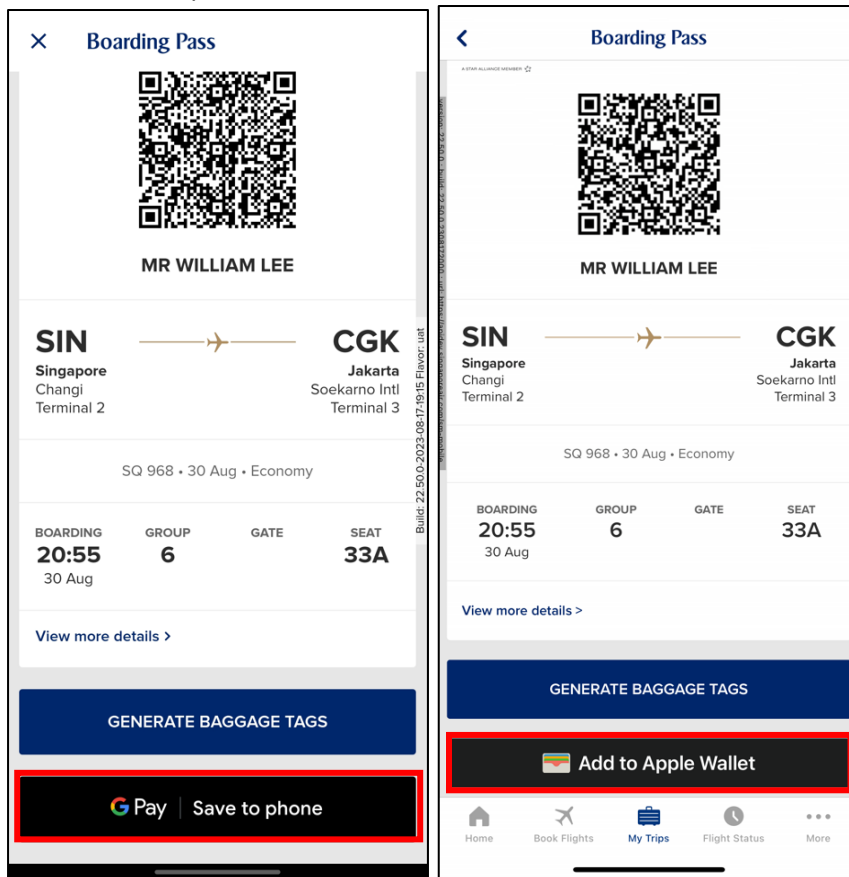
\*Only power banks of 100Wh and below are allowed in cabin baggage.

Failure to declare hazardous materials may result in civil or criminal penalties for passengers. For more information, including other baggage restrictions, please refer [here](#).

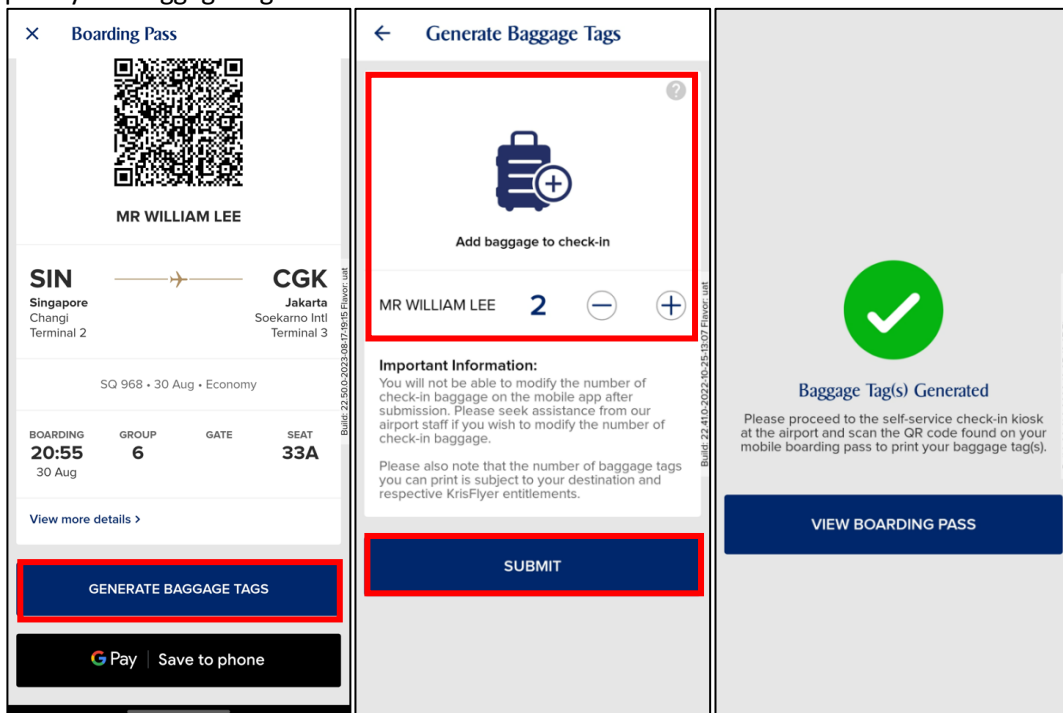
☒ I understand the restrictions and will not pack any prohibited items in my checked and/or cabin baggage.

**PROCEED**

11. Add your Mobile Boarding Pass (MBP) to your **Apple Wallet** or **Google Wallet** for easy access at the airport.



12. If you are travelling from Singapore, you may declare your baggage after generating your Mobile Boarding Pass (MBP) by clicking on **GENERATE BAGGAGE TAGS**. After declaring your checked bags, please proceed to the self-service kiosk at the airport to scan your MBP and print your baggage tag.



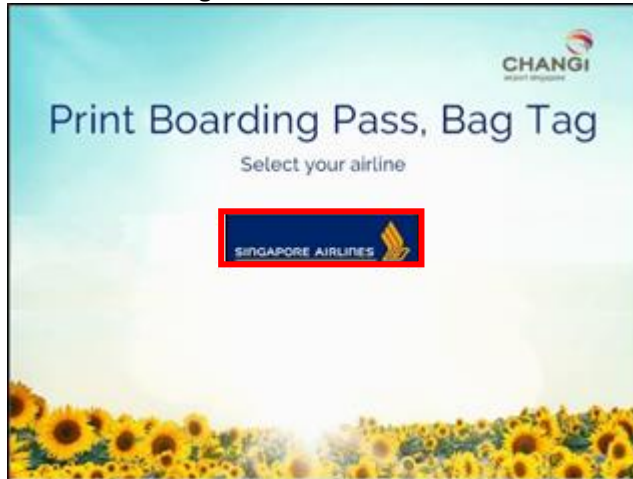


### Self-Service Check-In Kiosk at Airport

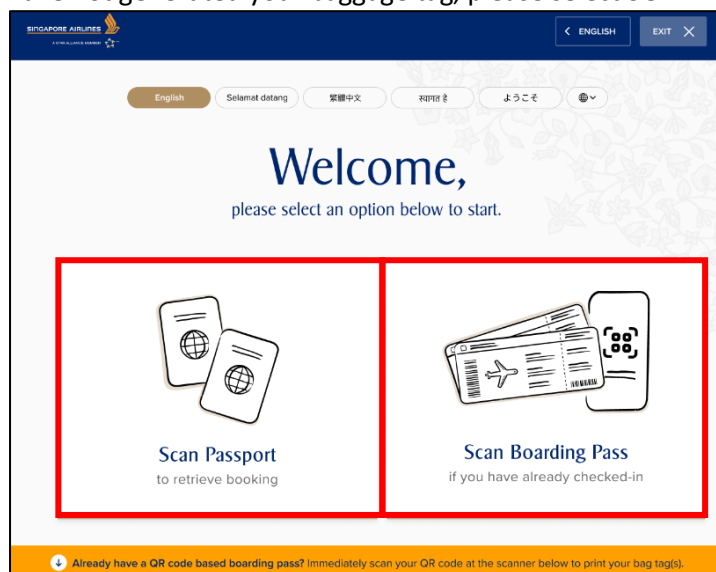
Self-service Check-in kiosks are available at selected airports and would be available between 24 hours and 50 minutes before your flight departs. For flights departing from Singapore Changi Airport, please note that the cut off time for cross terminal check-in\* will be 60 minutes before your flight departs.

\*For e.g., checking in at Singapore Changi Airport Terminal 3 for a flight departing from Singapore Changi Airport Terminal 2

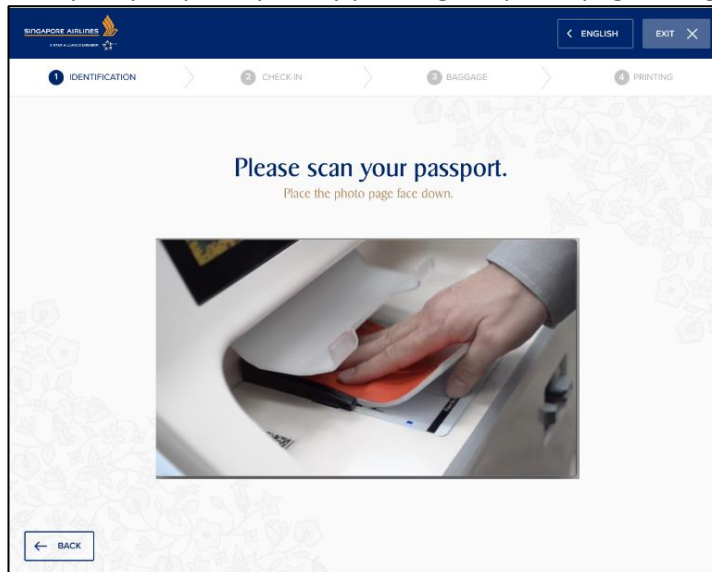
1. Select the SIA logo to commence check-in.



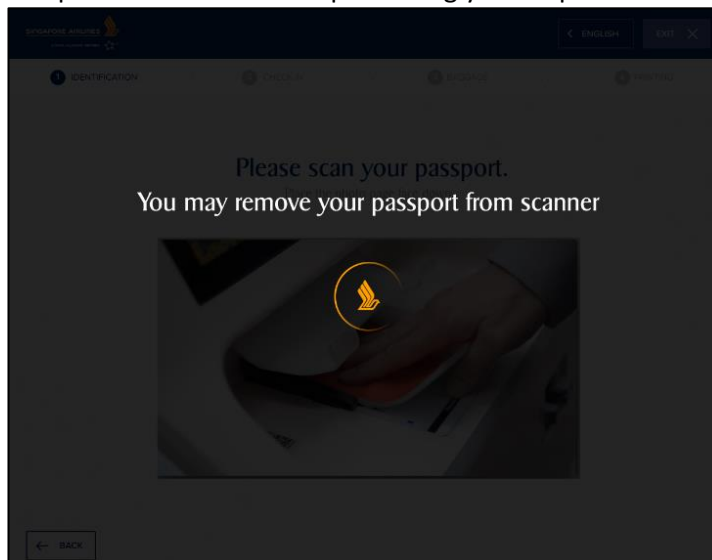
2. Select **SCAN PASSPORT** to generate your physical boarding pass. If you have already generated your boarding pass via [singaporeair.com](https://singaporeair.com) or the SingaporeAir Mobile App, but have not generated your baggage tag, please select **SCAN BOARDING PASS**.



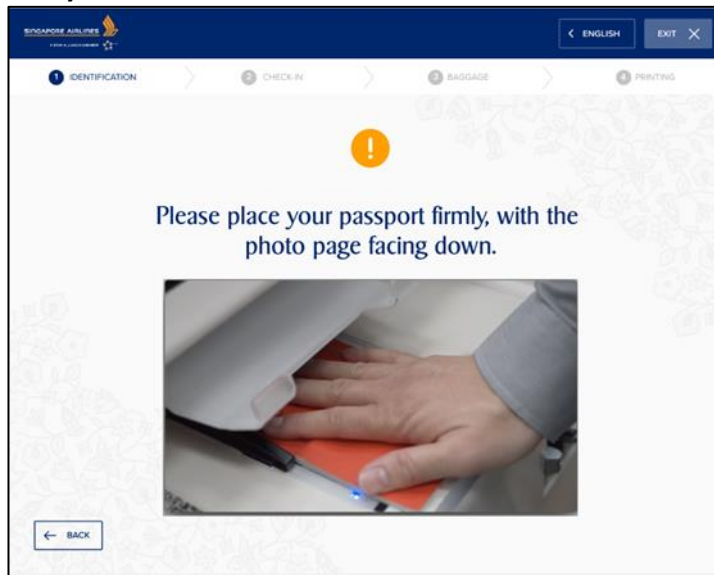
3. Scan your passport by firmly pressing the photo page facing downwards.



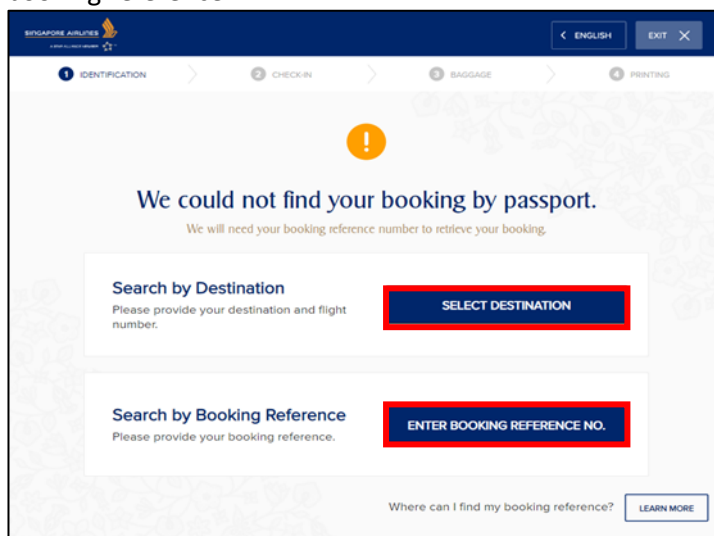
- 3(a). You will be prompted to remove your passport from the scanner once the scan has been completed and the kiosk is processing your request.



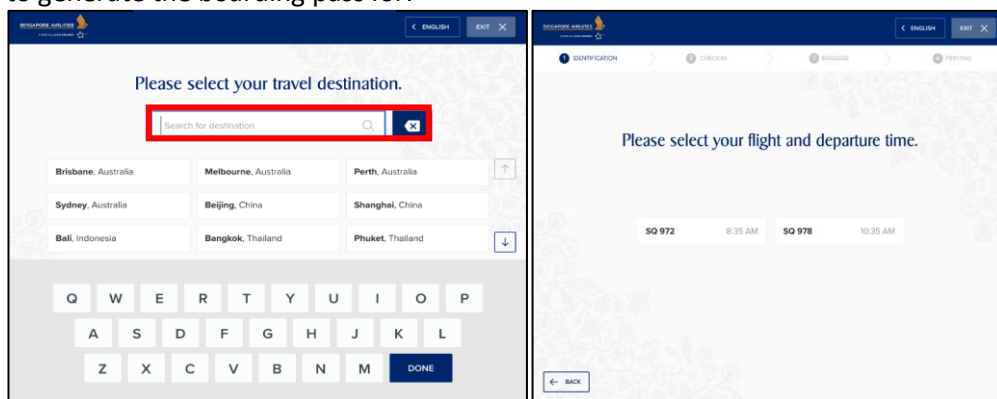
- 3(b). If the first passport scan is unsuccessful, you will be prompted to scan your passport again. Your passport must be **flushed** with the **top left corner** of the scanner and pressed down **firmly**.



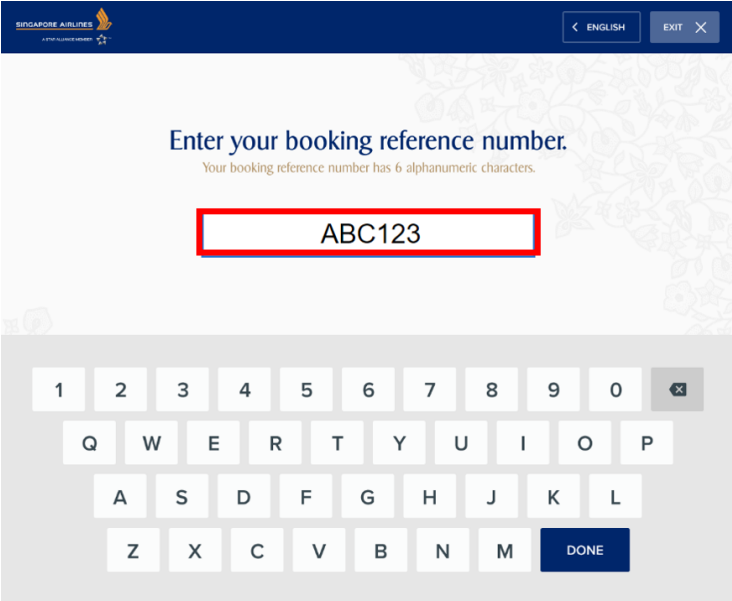
4. If you did not check in on [singaporeair.com](https://singaporeair.com), via our mobile app, or added your passport details via Manage Booking, please provide your destination or enter your six-character booking reference.



5. **Select Destination** – Please select the destination and flight number of the flight you wish to generate the boarding pass for.

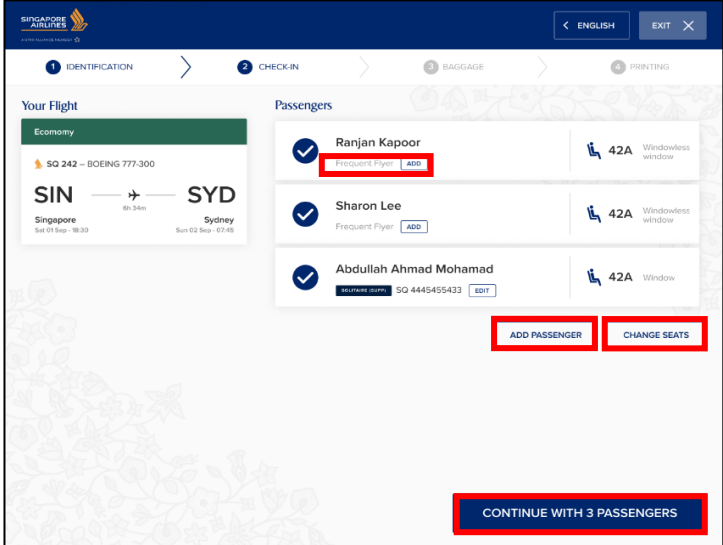


**Enter Booking Reference No.** – Please enter your six-character booking reference to retrieve your booking.

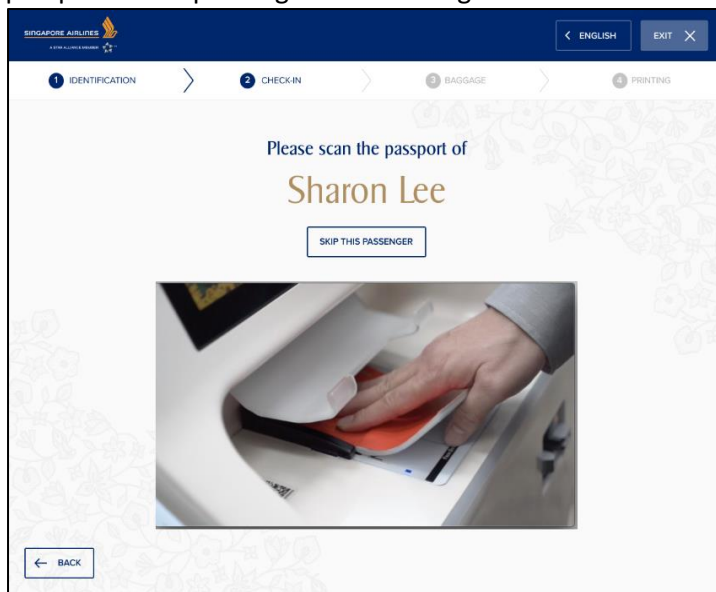


6. Once your booking has been retrieved, you may perform any of the actions below before clicking on **CONTINUE**.

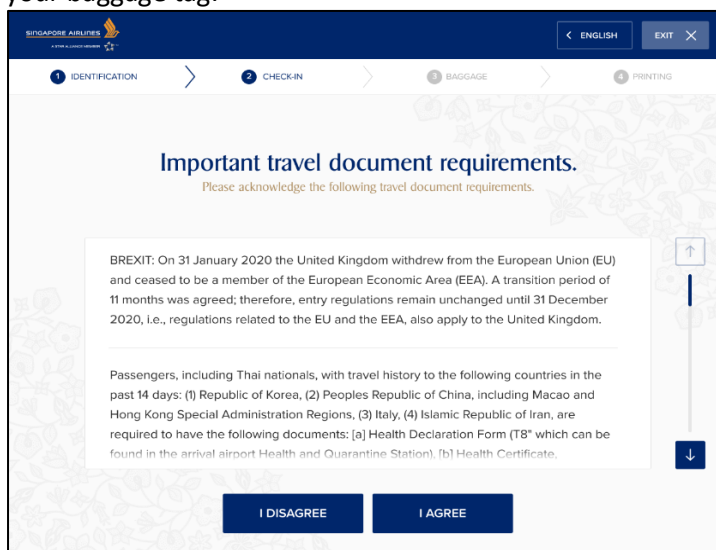
1. Review your flight number, itinerary, and departure time,
2. Add passengers from another booking,
3. Review and change your seat,
4. Update your Frequent Flyer membership number.



7. After verifying that the flight and passenger details are correct, please proceed to scan the passports of all passengers in travelling on the same itinerary, if applicable.



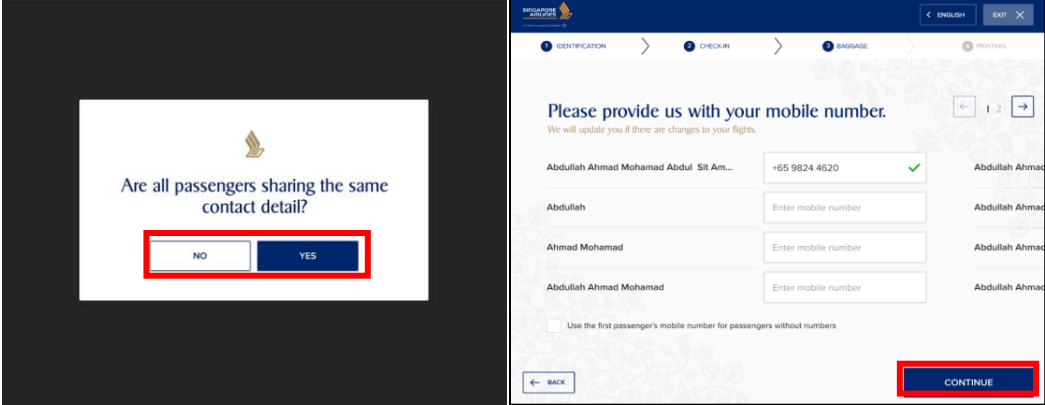

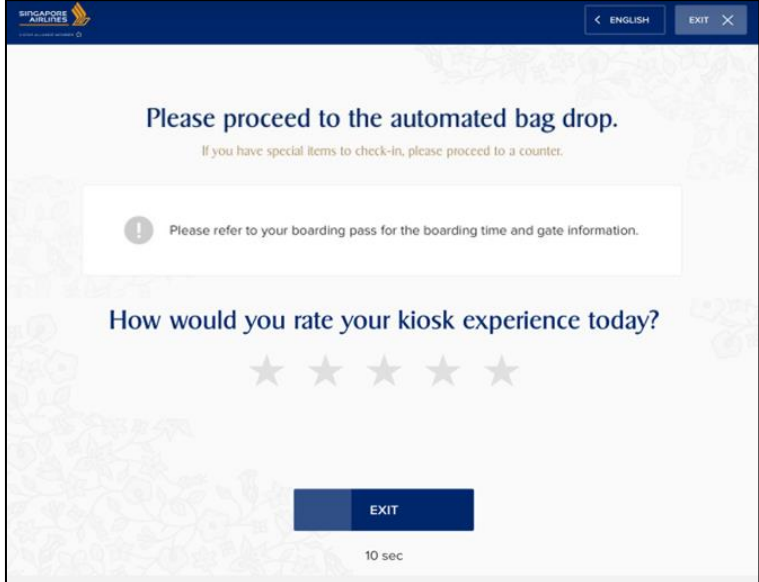
8. You (and your travelling companions) will need to review and acknowledge the important travel documents required to enter your travel destination before proceeding to generate your baggage tag.



9. Please indicate the number of bags to be checked in for your flight. A maximum of 10 bags can be checked in under the weight concept and the respective allowance for piece concept. You may refer to your e-ticket for more information on your baggage allowance. After indicating the number of bags to check in, please click on **CONTINUE**.  
If you do not have any bags to check-in, please click on **CONTINUE WITHOUT BAGS**.

10. Please review the boarding declaration regarding the carrying of prohibited items in your checked-in cabin baggage, before selecting the appropriate response.

11. Please enter your contact details and click on **CONTINUE**.  
If you are travelling with a travelling companion(s), they will be required to enter their contact details as well. Once done, please click on **CONTINUE**.

11(a).	<p>If all passengers are sharing the same contact detail, please select <b>YES</b>. Else, select <b>NO</b> and fill up each passengers' contact details before selecting <b>CONTINUE</b>.</p> <div data-bbox="304 271 1353 674">  </div>
12.	<p>Your boarding pass(es) and bag tag(s) will be printed.</p> <div data-bbox="304 719 1326 1111">  </div>
13.	<p>Please retrieve your boarding pass(es) and bag tag(s) and proceed to the automated bag drop machine or bag drop assistance counter (for US destinations) to drop off your bags. You may refer to your boarding pass for your flight's boarding time and gate information.</p> <div data-bbox="304 1223 1066 1803">  </div>