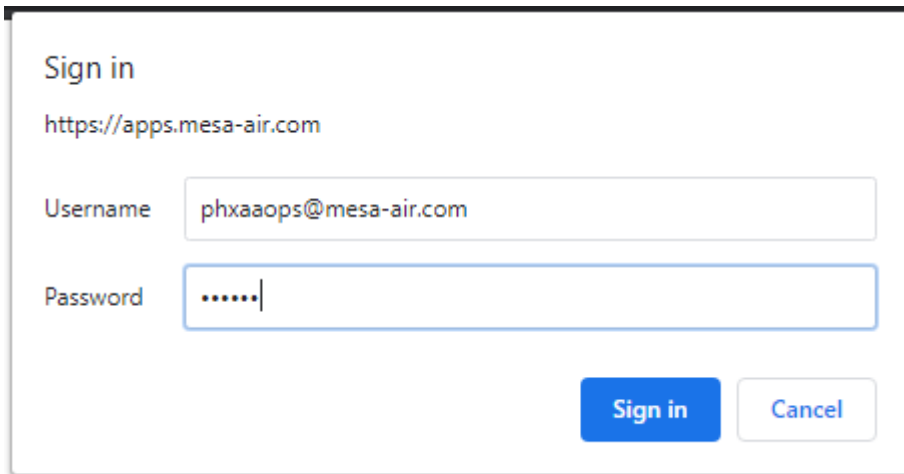## To retrieve the dispatch release for a flight:

1. **Non-Mesa Employees:** Please login using your station's username and password. Remember that usernames are in the format "**IATA Code** (i.e. IAD, DFW, etc.) **+ Carrier** (UA or AA) **+ OPS + @mesa-air.com**." i.e. Phoenix United Express would be "PHXUAOPS@mesa-air.com", Dallas American Eagle would be "DFWAAOPS@mesa-air.com", et cetera.

   **Mesa Employees:** Enter your Mesa username (including @mesa-air.com) and password as the example shown below.

2. On the next form, input the flight number and origin and select "Submit". If the flight has not yet been released by dispatch, you will be notified "No New Flight Data Found Matching Your Search Criteria! Contact Dispatch if you believe this is an error at 602-685-4050."
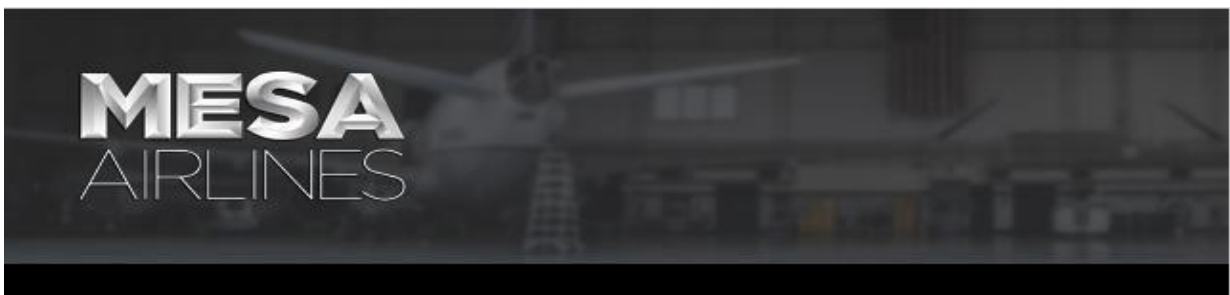
Mesa Airlines Flight Release Paperwork

To retrieve and print the current day's flight paperwork, enter the flight number and the origin 3-letter airport code.
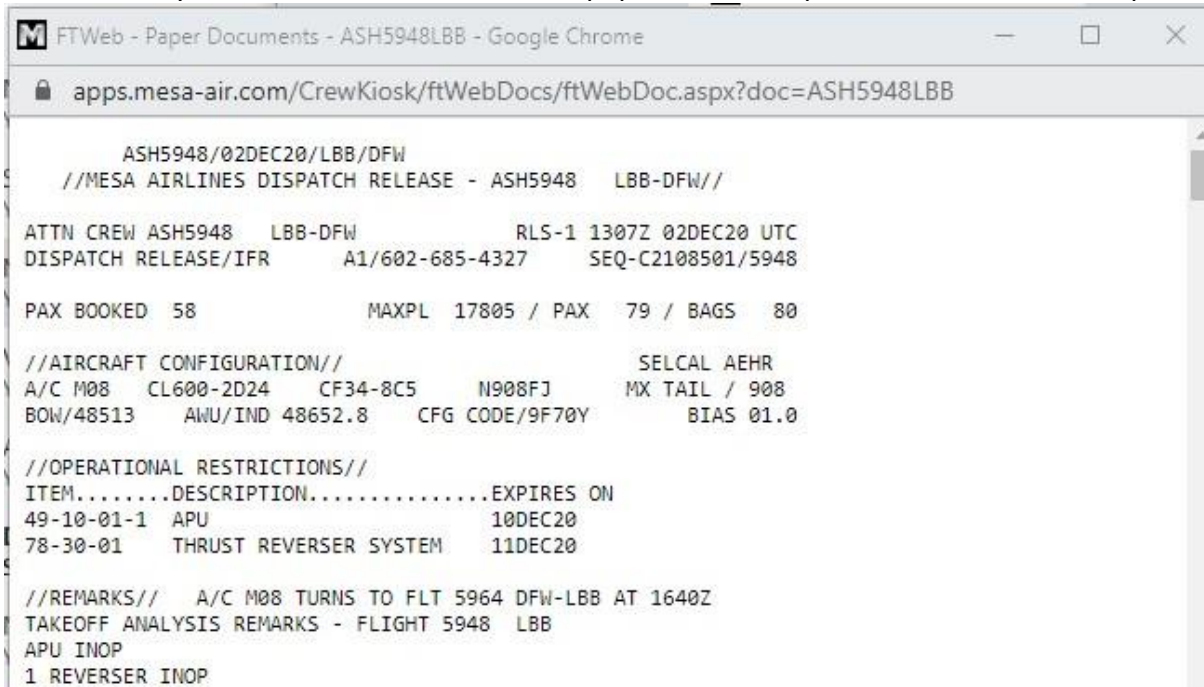
File Name	Published On
5948LBB	Wed, Dec 02, 2020 05:25

Flight Number: 5948
Origin: LBB
Submit

3. Under File Name the release will be available, select the **blue font "File Name"** to print.

4. Once you select the "File Name", the paperwork will open in a new window for printing.

Password Reset or Account Issues:

Non-Mesa Employees: Please call Mesa Airlines IT department at (602)685-4020 to reset the password or unlock the station account.

Mesa Employees: Visit https://employeeportal.mesa-air.com and select "Unlock Account / Reset Password"