1. Select the passenger that you want to divide.

For instance, should you want to split the second passenger (Mrs. MARIA SPLIT), click on her name:

![Image of Traveler section with a highlighted passenger]

2. On the right side the following symbol 🎁 will be activated. Click on this symbol and then select “continue” on the pop up message:

![Image of Traveler section with a highlighted symbol]
3. Now a new record locator has been created for passenger MARIA SPLIT as below. The original PNR can be retrieved in the field “Related Reservation(s)”: