

## Instructions for Print My Invoice

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### Print My Invoice

**Traveler First Name**

**Traveler Last Name**

**Invoice #**  
 **Record Locator**  
 **Ticket / Confirmation #**  
 **Credit Card Number (last 4 digits)**

**Show Invoices As:**  
 **Single PDF**  
 **List**

Once the screen comes up they will need to enter their name plus one of the other options:

Choose one:

Invoice #

Record Locator

Ticket Conf# (or) Last 4 digits of their credit card #

If you select Invoice # or Record Locator you will only need to fill in **this** field.

**Traveler First Name**

**Traveler Last Name**

**Invoice #**  
 **Record Locator**  
 **Ticket / Confirmation #**  
 **Credit Card Number (last 4 digits)**

**Show Invoices As:**  
 **Single PDF**  
 **List**

If you decide to filter by Ticket Conf# or Last 4 digits of their credit card # a second more detailed option screen will open.

For the Ticket Conf# you will also have the option to enter the ticket amount or invoice amount.

**Traveler First Name**

**Traveler Last Name**

Invoice #  
 Record Locator  
 Ticket / Confirmation #  
 Credit Card Number (last 4 digits)

Ticket Amount:   
Invoice Amount:

**Show Invoices As:**  
 Single PDF  
 List

For a Credit Card#

Enter the CC# in the field provided.

You also have the option to enter the date range. (this will help limit the number of invoices returned)

**Traveler First Name**  
John

**Traveler Last Name**  
Smith

Invoice #  
 Record Locator  
 Ticket / Confirmation #  
 Credit Card Number (last 4 digits)

Credit Card # here

Departing Between?  
Start: 2/11/2011  
End: 2/25/2011

Ticket Amount: **Optional**  
Invoice Amount: **Optional**

**Show Invoices As:**  
 Single PDF  
 List

Print My Invoice

Then check if you want a single invoice or a range of invoices to choose.

Then enter to bring up invoice. The invoice will open in a separate window.

**Show Invoices As:**  
 Single PDF  
 List

Print My Invoice

Double click on the invoice number that you want.

### Invoice List

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Invoice Number	Traveler	Record Locator	Booking Type	Destination
<a href="#">1003056</a>	Smith John	LBLDRQ	Air	Chicago
<a href="#">1003056</a>	Smith John	LBLDRQ	Serv Fee	

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This will open the invoice and then you can print.