Print My Invoice

	Traveler First Name	
		467
	Traveler Last Name	300
		اللي
	⊙ Invoice #	18
3	○ Record Locator	
	○ Ticket / Confirmation #	1
	Credit Card Number (last 4	N
	digits)	The
	Show Invoices As:	
	⊙ Single PDF	
	○ List	7
		135
	Print My Invoice	

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

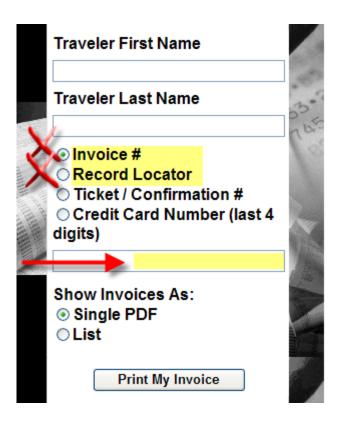
Choose one:

Invoice #

Record Locator

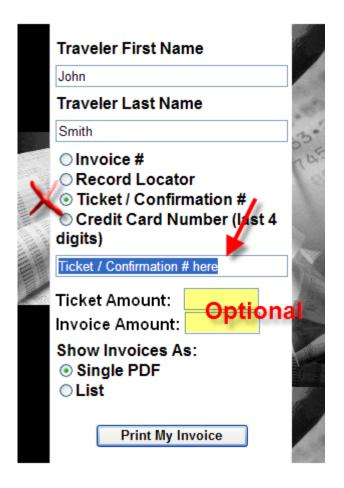
Ticket Conf# (or) Last 4 digits of their credit card #

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



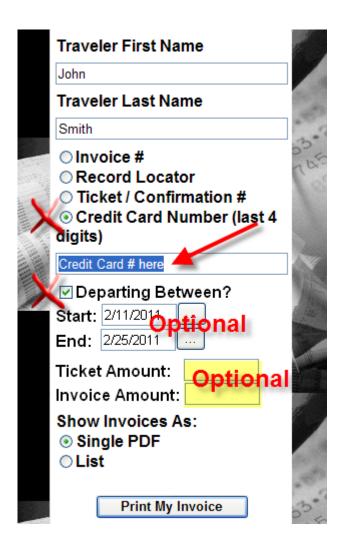
If you decide to filter by Ticket Conf# or Last 4 digits of their credit card # a second more detailed option screen will open.

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



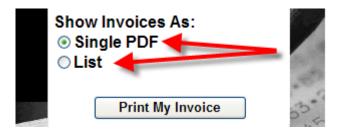
For a Credit Card# Enter the CC# in the field provided.

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



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.



Double click on the invoice number that you want.

Invoice List

		<< Back To Search					
Invoice Number	Traveler		Record Locator	Booking Type	Destination		
1003056	Smith John		LBLDRQ	Air	Chicago		
1003056	Smith John		LBLDRQ	Serv Fee			
					1		
<< Back To Search							

This will open the invoice and then you can print.