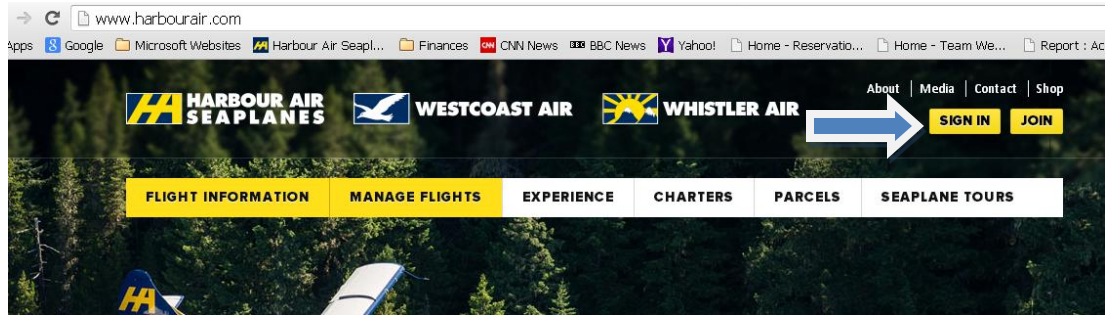


## How to use the Turbobucks Voucher for payment:

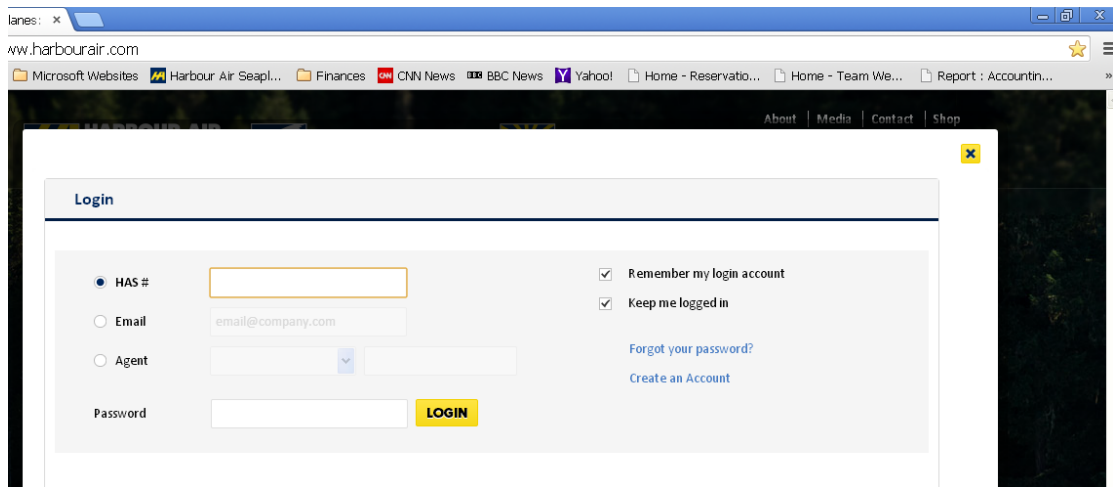
A. **If booking through Harbour Air Reservations Call Centre at 1-800-665-0212**  
- you will be asked to provide the Turbobucks voucher number and security code

B. **If booking online:**

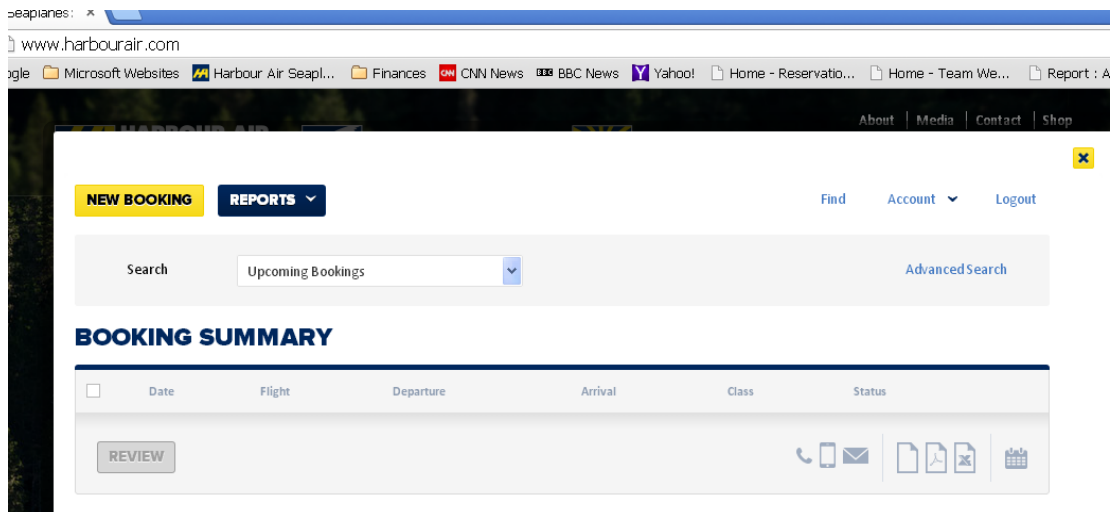
1. Access the Harbour Air website at: [www.harbourair.com](http://www.harbourair.com)
2. Go to the Sign-In section on the upper right hand corner of the home page, and click it



3. Enter the HAS # (or Agent #) and Password (bookings may be made under your HAS or Agent #, or the traveler's HAS #)



4. Click on the "New Booking" tab



- Follow the required steps
- In the Payment Section:
  - select **"TURBOBUCKS"** as the Form of Payment
  - enter the Voucher # in the "Ticket" field
  - enter the Security Code after the "Password" field

**IMPORTANT NOTE:**

An alert will appear informing you that fare restrictions may apply to your booking. Please note that Turbobucks is restricted to Regular Fares only. The system will automatically adjust the billing and capture the Regular Fare for the flight/route you have selected.

- Continue with the required steps until the booking is completed

## How to review the activities (i.e., redemptions, refunds and purchases) under the Turbobucks voucher:

- Access the Harbour Air website at: [www.harbourair.com](http://www.harbourair.com)
- Go to the Sign-In section on the upper right hand corner of the home page, enter the HAS # and Password  
**NOTE: This report may be accessed through the HAS # of the assigned Administrator only.**
- In the Reservations Section, click on the Reports tab and look for the Turbobucks Voucher #.

- Click on the voucher #. Check the upper right hand section of the page and make sure the **“ALL”** tab is highlighted.

- To see the balance, scroll to the bottom of the page  
 NOTE: Charges for bookings made online are only processed at the time of check-in (NOT at the time of booking). As such, charges for UNFLOWN ONLINE BOOKINGS are not reflected in the balance

- To download an Excel format report, click on the Excel icon on the lower right hand section