

How to use the Turbobucks Voucher for payment:

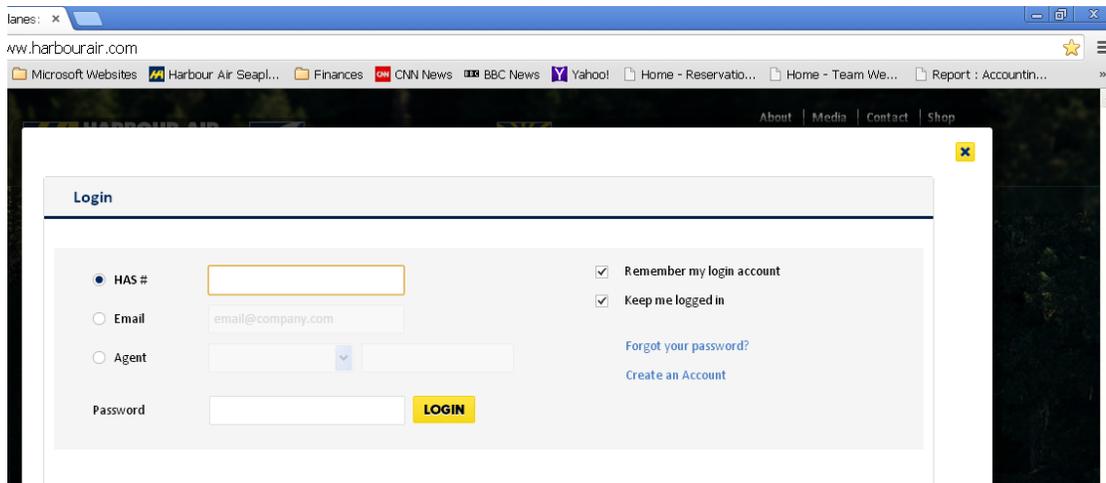
A. **If booking through Harbour Air Reservations Call Centre at 1-800-665-0212**
- you will be asked to provide the Turbobucks voucher number and security code

B. **If booking online:**

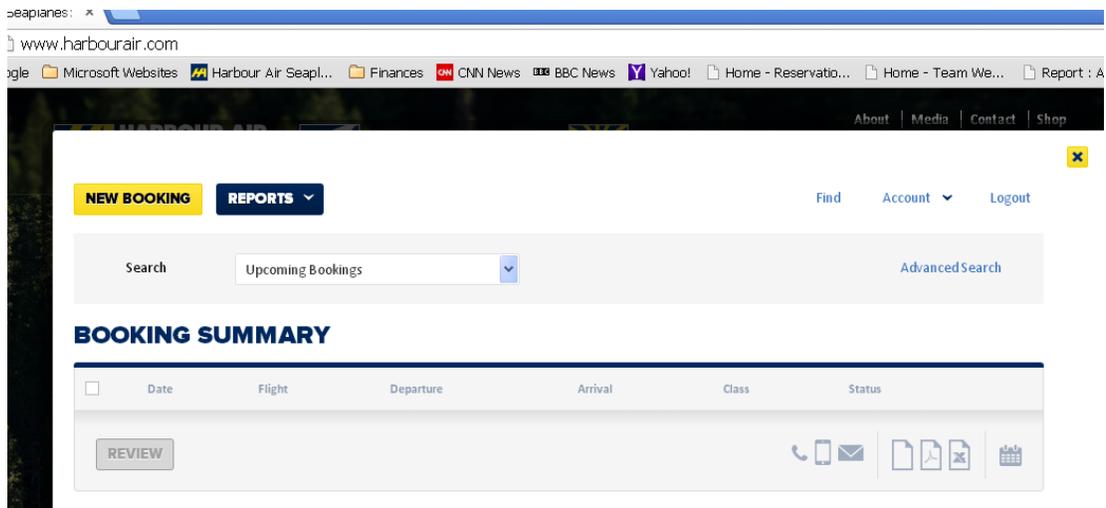
1. Access the Harbour Air website at: www.harbourair.com
2. Go to the Sign-In section on the upper right hand corner of the home page, and click it



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



- Select preferred flight schedule and CHOOSE goFLEX and goGOLD only
Please note that Turbobucks is restricted to goFLEX and goGOLD FARES only

Flight #209	09:40	Vancouver Harbour	10:15	Victoria Harbour	<input checked="" type="radio"/>	GoGold	3 or less left	\$247.00
					<input checked="" type="radio"/>	GoFlex	3 or less left	\$212.00
					<input type="radio"/>	GoLite	3 or less left	\$159.00
					<input type="radio"/>	GoFast	3 or less left	\$139.00

- 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
- 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
- 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 BOOKING SUMMARY Section, click on the Reports tab and look for the Turbobucks Voucher #. The balance will appear right beside the Turbobucks voucher #:

Navigation menu items: NEW BOOKING, REPORTS, Find, Account, Logout

Search input field with 'Advanced Search' link.

REPORTS dropdown menu items:

- HA Passport Experience 2014000041
- Air Bucks 3119 / \$100.00
- Turbobucks TURBO / \$400.00** (highlighted with a red arrow)

- To get a detailed report, click on the voucher #. Check the upper right hand section of the page and make sure the **"ALL"** tab is highlighted.

TURBOBUCKS / TURBO FILTER

Navigation tabs: All | Authorizations | Redemptions

Date	Owner	Activation	Expiration	Status	Value
Jan 21, 2014		Jan 21, 2014			Rechargeable

Invoice #	Date	Name	Description	Total
4101353	Jan 22, 2014		Airbucks Program	\$100.00

5. 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

2014		Airbucks Program					\$100.00
Booking #	Date	Schedule	Departure	Arrival	Status	Total	
6368559	. 014	Flight #603	08:40 South Vancouver (YVR)	09:00 Nanaimo Harbour	CX - Cancelled	(\$80.95)	
	. 014	Flight #603	08:40 South Vancouver (YVR)	09:00 Nanaimo Harbour	CX - Cancelled	\$80.95	
Total						\$100.00	

BALANCE 

RETURN 

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

Total	\$100.00
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RETURN  