

Advanced Airlines Bulk Ticket Instructions

Please Note: All bookings made within your account must be created, altered, and refunded from within your portal for proper processing.

To Access Your Account:

1. To access your account go to the following link: [Bulk Ticket Club Information](#)
2. Enter your provided login information and select Login
3. This is your dashboard. You may do the following here:
 - i. **Book, View, Edit, and Cancel Reservations**
 - ii. **View available credit and deposit additional credit (refill your account) Please note: You will need to purchase another bulk ticket account should you wish to purchase another route at the discounted rate**

To Book a New Reservation: Log in to your account, select the Book Flight button and proceed with prompts. When you reach the Reservation Charges page, select “I have read and agree to the Charter Participation Agreement” then “Prepaid Account” under payment options.

The portal will deduct funds from your account once flights are confirmed. Should you wish to book a route other than the booklet type you purchased, it will deduct a full price fare from your account.

To Edit or Cancel/Refund a Reservation: Log in to your account, click Edit Reservation and enter the reservation code or last name in the appropriate fields, then click Search.

You will then have the option to cancel leg(s) from your itinerary or edit them. Should you cancel any portion of your trip, funds will be deposited back into your account immediately.

Note: Flights must be cancelled no later than half hour prior to scheduled departure to receive credit. A No Show fee will be applied automatically if this requirement is not met. Flights must be cancelled within your portal for the funds to automatically credit back to the account. Failure to do so will result in credit not appearing in your account.

To View a Reservation: Log in to your account, click edit reservation and enter the reservation code, last name, or departure date and city in the appropriate fields, then click search. You will be able to pull all the reservations booked under your account. Note: If you have reservations under different last names, you will need to enter those separately.

Name Changes: Should you require a name change on a reservation, you must log in to your bulk ticket account and cancel/refund the original reservation and rebook with the correct passenger's information in your portal.

To View Your Credit Balance: Your balance can be seen under the Credit Available area (beneath your company name) when you log in.

To deposit funds: Log in to your account you wish to add funds to, click the Deposit button. The next page will prompt you for your billing information. The minimum deposit required will depend on the booklet type purchased.

To View All Transactions On Your Account:

Log in to your account, on the dashboard click Company Info.

Then select your company from the dropdown list, then select the transaction dates. Please Note: you may only search 100 days at a time.

All transactions will show below. If they are listed with a:

C - notates a credit to your account

D - notates a deduction from your account