



## ON LINE BOOKING INSTRUCTIONS

**For all On-line AIRPORT reservations, please use the following information:**

In your internet browser, go to [www.niagaraairbus.com](http://www.niagaraairbus.com)

Please have the following information ready:

- Dates of travel
- Airline and Flight number information—we require the Airline and flight number of the flight that arrives/departs
- Valid Credit card number and expiry date and CVV security code to at least guarantee the reservation.

To receive your special pricing, on the first page make your choice in the service type called **Airport Service**. Choose your ride type, round trip or one way, and input your origin, destination and number of passengers. Then enter 487 in the box labelled conference code to apply the Advancing Women Conference rate to your selection and click book now.

Your discount code is valid for travel from October 22<sup>nd</sup> to November 10<sup>th</sup>, 2017 to allow ample time to travel before and after the event.

The next few screens gather information to provide you with the appropriate pickup times etc. The pickup and drop off information pages contain list boxes from which you can simply select your hotel and then the system will fill in the address information.

On the Payment screen, you may choose to pay with a credit card or, if you would prefer to pay the driver, click on Cash to driver and then you must fill out the credit card information. When this is the case, your card is not charged but is pre-authorized for the reservation, to ensure a valid credit card for guarantee purposes.

Please then click (only once) the **Submit** button. It will provide a confirmation number, which you can print as your receipt, or you may choose to receive an email confirmation of the reservation.

Should anyone require further assistance with the on-line system, they should contact the Support Desk at [airsales@niagaraairbus.com](mailto:airsales@niagaraairbus.com) or call the reservations agents at 905-374-8111.