<div style="background:red;color:white;text-align:center;">

## CORPORATE AGENT PORTAL

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WELCOME TO GRANT AVIATION'S CORPORATE AGENT PORTAL!

We value your business and want to make it as easy as possible to book and manage your organization's travel with Grant Aviation. Our new system will allow you to create an online account where you can book travel, change reservations, cancel reservations, and run reports to view your account history.

Once your Company has been set up with an account in our Takeflite reservation system, you will have the ability to login to your account to make or manage bookings on Grant Aviation scheduled flights. If you have technical issues or suggestions, you can email takeflite@flygrant.com. For immediate assistance with bookings please call 1-888-FLY-GRANT.

1. AGENT LOGIN

You can access the agent portal from the Grant Aviation homepage: www.flygrant.com. Click on the "Agent Login" link in the bottom right corner of the "Search for Flights" to access your account. Once you visit the link for the first time we recommend saving it as a favorite on your web browser. The direct link for the Agent Login is: https://apps6.tflite.com/TakeFlitePublicGRT/PgAgentLogin.aspx
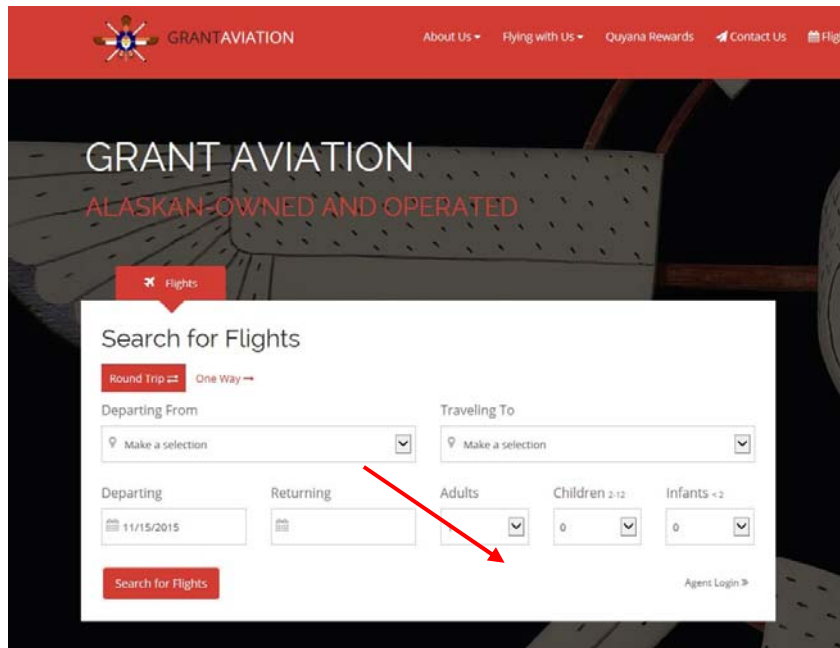
2. AGENT LOGIN SCREEN

From the Agent Login screen, enter the Username and Password provided, and click on the "Log In" box.

Online Bookings - Agent/Customer Login

Agents should use this screen to login to the Grant Aviation booking system. When you have successfully logged in you will be redirected to the main site where you can make a customer booking. All bookings made will only be recorded against your agency while you are logged in. Regular customers may also use this screen if they have been allocated a login and password. Please call Grant Aviation on 0 to arrange a login.

Username
Password
☐ Remember me
Forgot Password?

Log In   Cancel

Powered By takeflite   v5.339   Terms & Conditions   Privacy Policy   Your session will expire in 15 Minutes, 05 Seconds.

3. AGENT USERNAME AND PASSWORD

Once you login with the username and password provided by Grant Aviation, we recommend that you change your password. You can do this by clicking on the yellow "Update Details" button at the bottom of the screen, and then the "Change Password" link. Passwords must be at least 6 characters long and contain at least one numeric character.

Click here to find a charter booking   You hav

Log Out   Update Details   Frequent Flyers

Powered By takeflite   v5.339   Terms & Conditions   Privacy Poli

Change Password Link

Country	[dropdown]
Address Lookup	Type your address
Address	
City	

Change Password

Cancel   Update Details

4. CREATE A NEW BOOKING

To create a new booking, go to the **Agent Home Page**, fill in the criteria requested and click the "Search" button.

1. Select either One Way or Round Trip.
2. Select the origin and destination.
3. Select the departure date and return date if the booking is round trip.
4. Select the appropriate number of Adults, Children, and Infants.
5. Click on the Search button.

Online Bookings - Grant Aviation

GRANT AVIATION

◉ One Way ○ Round Trip

From — To   Dillingham ▾   Ekwok ▾

Depart Date   11/20/2015

Adults   1 ▾

Children   0 ▾   2–11 years old

Infants   0 ▾   under 2 years old.

Click here to find/reschedule your booking
Click here to redeem QuickTix
Click here to purchase QuickTix

Search

SEARCH RESULTS SCREEN

You will now be directed to the Search Results screen. All available flights that match your search criteria will be listed. Select your preferred flight by clicking the circle next to the fare amount in the last column and click the Select Flight Button.

CUSTOMER DETAILS SCREEN

You will now be redirected to the Customer Details screen. On this screen you will see a summary of the flight and fare information that you just selected, followed by data fields for passenger information. Fill in the fields with the appropriate information and click the "Continue" button.

1. Enter the passenger's First Name.
2. Enter the passenger's Last Name.
3. Enter the passenger's Frequent Flyer Number if applicable (this can also be entered when the passenger checks in).
4. If the passenger travels often you can click the Save as Frequent Flyer box. This will save their first and last name to a dropdown menu that will be available the next time you make a booking.
5. Enter the passenger's phone number. Please use the format of xxx-xxx-xxxx
6. Enter the email address that you want the electronic ticket to be emailed after the booking has been confirmed. You will also have the opportunity to print this at the conclusion of transaction.
7. Click the "Continue" button.

Grant Aviation

Online Bookings - Customer Details

GRANT AVIATION

| | | | | Start · Select Flight · **Passenger Details** · Payment · Finished |

Booking Summary

Dillingham > Ekwok (GV421.1). Departing on **Fri 20/Nov/2015 09:00**. Arriving at **09:35**. Check in time is 08:00.
1 Adult
Total price is **147.50** Total taxes of **10.29** is included in this price.(taxes) All prices are in **USD**.

Passenger Details
Please complete the highlighted fields. Please note that all times are displayed in 24 hour format e.g. 6am is

Title	First Name *	Last Name *	Frequent Flyer Number	
Mr. ▾	Austin	Engebretson		☐ Save as frequent flyer

Booking Details   ☐ Save these details for next time
Mobile Phone *   9079520437
Trip Phone
Email Address *   aengebretson@flygrant.com

Go Back   **Continue**

PAYMENT SCREEN

You will now be redirected to the Payment screen. On this screen you will see a summary of the flight and fare information, followed by data fields for a booking agent reference, Purchase Order number, and any notes you would like to pass along to us.

1. Enter the agent reference. This will be something internal that you set up to differentiate between your booking agents.
2. Enter Purchase Order number.
3. Enter any notes that you feel are pertinent such as passenger needs, connecting flight information, etc.
4. Check the box indicating that you have read and accept the fare conditions.
5. Click the "Confirm" button.

Online Bookings - Payment

| | | | Start | Select Flight | Passenger Details | **Payment** | Finished |

Booking Summary

Dillingham > Ekwok (GV421.1). Departing on **Fri 20/Nov/2015 09:00**. Arriving at **09:35**. Check in time is 08:00.
1 Adult
Total price is **147.50** Total taxes of **10.29** is included in this price.(taxes) All prices are in **USD**.

Payment

Once you click the Confirm button **you will not be able to go back and make changes**. Please ensure you button.

Agent Information

This will be charged to your Account on the 20th of the month following the passenger travelling.
Invoice to Invoice to ACME Travel - Roadrunner

Agent Ref — Austin
Purchase Order # — abc123

Booking Notes — You can enter some notes about the booking here
Will need a wheel chair

☑ I have read and accept the fare conditions (you must accept these conditions to continue). Click here for te window).

[Go Back]   [Confirm 147.50 U]

PAYMENT RESULT SCREEN

If your booking is successful, you will be directed to the Payment Result screen. The booking number should be referenced if you want to make a change or cancellation to the booking.

Online Bookings - Payment Result

Booking has been successfully created.

Your booking number is **3267821**.

Dillingham to Ekwok. Departing on **Fri 20/Nov/2015 09:00**. Arriving at **09:35**. Check in time is 08:00.

1 passengers.

Total price is **147.50** USD
Invoice to ACME Travel - Roadrunner.

Note: You will be emailed your confirmation details. This email will include your eTicket which becomes a Tax Invoice once paid. Please allow 24 hours for this to arrive. If you wish to print a copy of your eTicket, click the Print eTicket button.

Note that all times are displayed in 24 hour format e.g. 6am is displayed as 06:00 and 6pm is displayed as 18:00

5. FIND, CHANGE OR CANCEL A BOOKING

If you need to view the details of a booking, make a change to, or cancel a booking, you will start by looking up the booking. When searching for a booking you will need to reference the booking number. This can be found on the eTicket that was emailed to you when the booking was originally made.

You can also run a report of all tickets booked by selecting Booked from the Run Report dropdown menu located just above the Find Booking data field. See the section below on running reports for more information.

FIND A BOOKING

1. Enter the booking number in the "Find Booking" field at the bottom of the **Agent Home Page**.
2. Click the "Find Booking" button.

VIEW BOOKING SCREEN

From this screen, you can print the eTicket or change the basic information for the booking such as the passengers name, their bag weight, or PO #.

Additionally you can reschedule the booking by clicking on the box next to "Reschedule this Flight" or cancel the booking by clicking on the "Remove Flight" link.

CHANGE A BOOKING OPTION ON THE VIEW BOOKING SCREEN

When you want to change or reschedule a booking, click the box next to "Reschedule this Flight" on the View Booking screen and select the date you wish to change to.

1. Check the box next to Reschedule this Flight.
2. Select a new outgoing date.
3. Click the Select New Flight(s) button.

You will now be shown the available flights for the new outgoing date that you select. Proceed with making a normal booking. You will get an email confirmation of the change once you confirm the new booking.

CANCEL A BOOKING OPTION ON THE VIEW BOOKING SCREEN

When you want to cancel a booking click the "Remove Flight" link. You will then be redirected to a page that will confirm that the booking has been made inactive (cancelled).


Outgoing Leg

Dillingham > Ekwok
Departs Dillingham on **Thu 19/Nov/2015**
☐ Reschedule this flight
If you no longer want to be on this flight, you can remove it from the booking. You can then reschedule your flight at a later date.
Remove Flight

6. RUN REPORTS

From the "Run a Report" field on the **Agent Home Page**, you can run three types of reports:

1. Booked (this report will list for you the tickets that have been booked by your agency over the selected time period).
2. Departed (this report will list for you the passengers that departed on their flights over the selected time period).
3. Credit Vouchers Purchased (this report will list for you the credit vouchers that have been purchased by you – ANC and ENA).
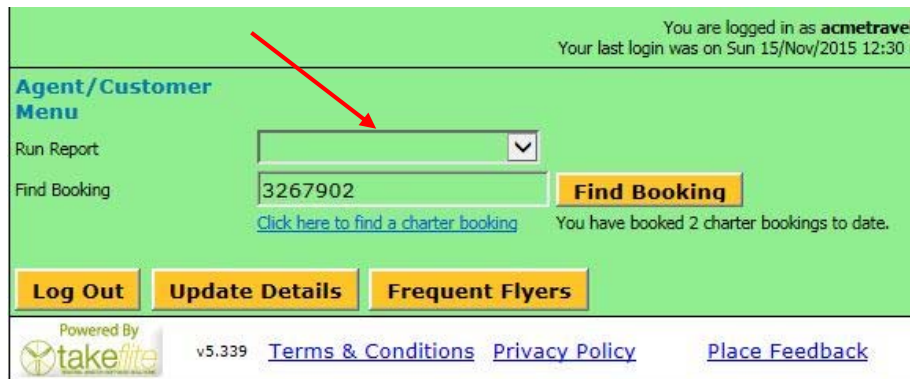
After selecting the desired report from the dropdown menu, you will be asked to select the desired date range and then click on the "Run Report" button. A new browser window will pop up and a pdf of the report will be visible. Take note of the text next to the Run Report button regarding popups.

Online Bookings - Run Report

Report Parameters

Agent Departed (Passenger bookings made by Agents using a date range of departure date.)

StartDate 11/15/2015
EndDate 11/15/2015
Agent ACME Travel
Payment

Return To Main **Run Report** This report will open a new browser window. Please ensure that you have popups enabled.