



AIR CHARTER TEAM

Press Member User Guide

for

www.pressbilling.com

Air Charter Team™

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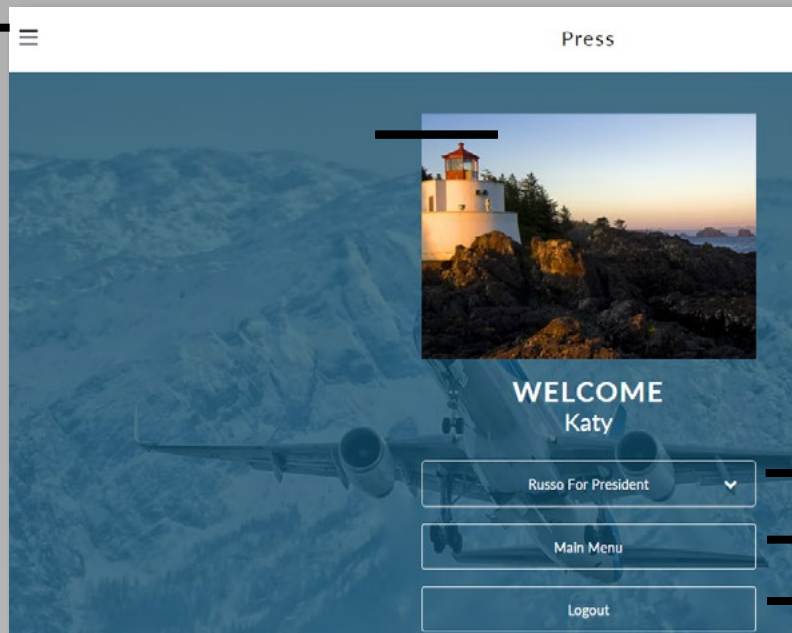


AIR CHARTER TEAM

Press Member User Guide

Home Screen

This is the home screen. By clicking these three lines you will have access to the **Main Menu**.



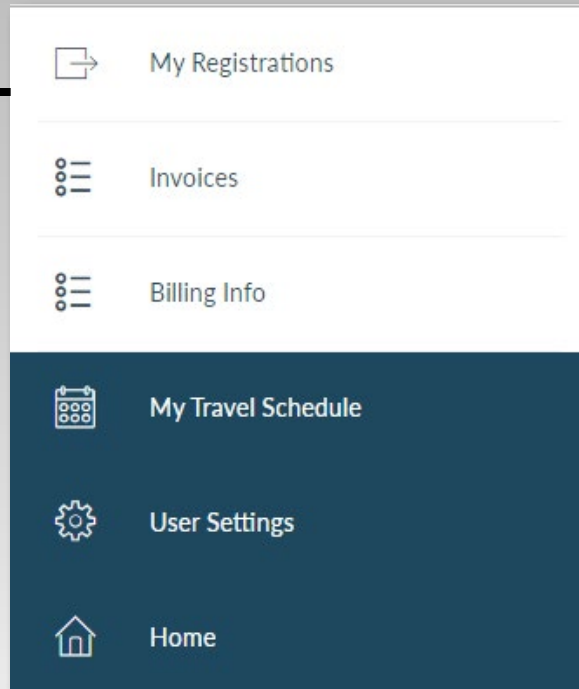
Your assigned campaign appears here.

Click here to access the Main Menu.

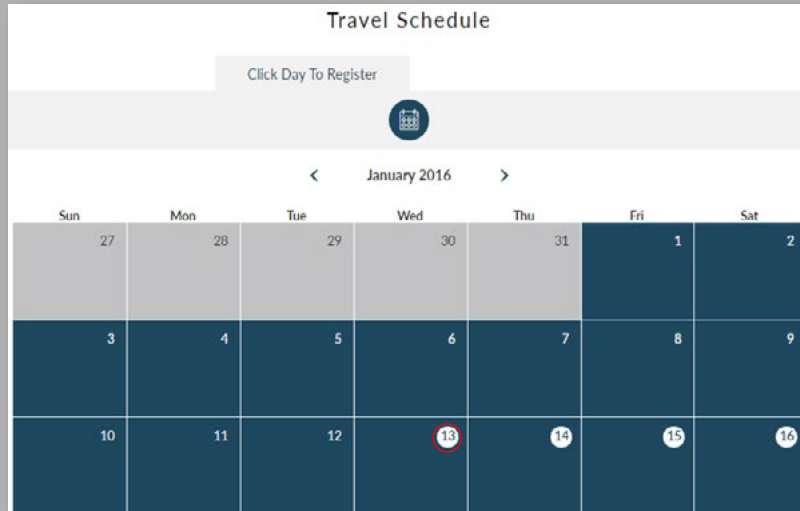
Click here to logout of your session.

Main Menu

Here is the **Main Menu**. You can access your Registrations, Invoices, Billing Info, Travel Schedule and adjust your User Settings.



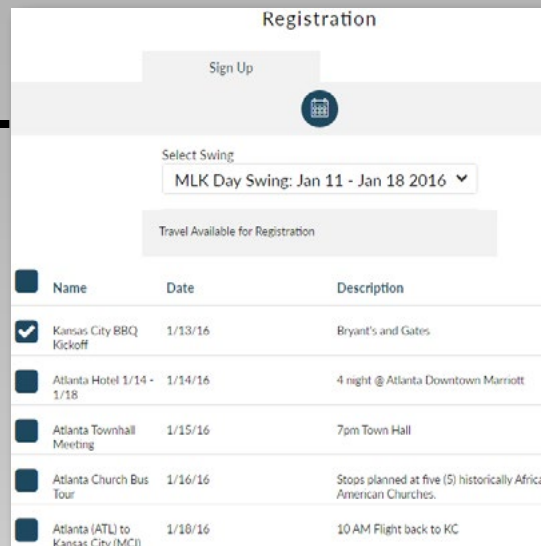
My Registrations



This is the Campaign Schedule you can find when **My Registrations** is clicked on the Main Menu. You can access your personal schedule for the entire year. To see details on a specific date, **click the white circle** on the date.

My Registrations

Here is a view of Jan. 13th clicked. The **Select Swing** drop down menu allows you select a Swing. When you **click a navy box on the left**, you are selecting a specific event or flight to register for.

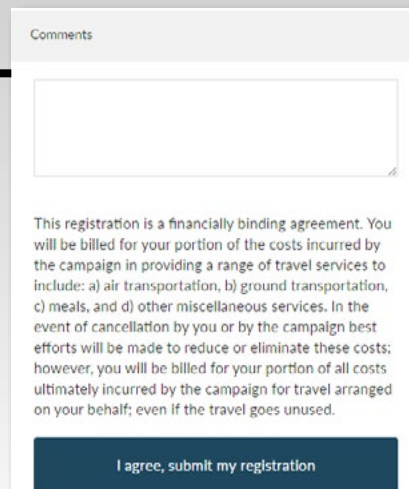


Note: A "Swing" is defined by the campaign as a set of related events and flights.

Note: Credit cards must be included on your **Billing Info** for you to be able to register for events and flights.

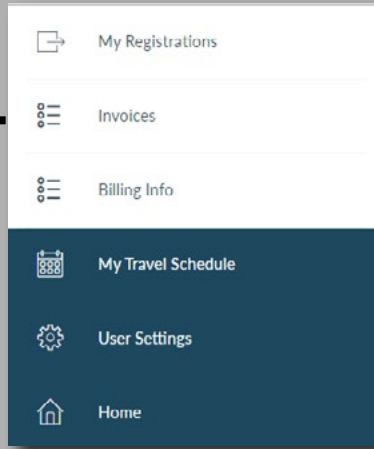
My Registrations

Once you check the navy blue box for the events/ flights that you are registered for you will scroll down. Read the agreement and then **click the "I agree"** navy blue box to register.



Main Menu

To access **Invoices**, click Invoices under the Main Menu.



Invoices

Invoice Lookup

By Name | By Number

Name	Date	Total
<input type="checkbox"/> My Spending Pizza - 7808037373	2015-12-16 17:00:00	\$1.10
<input checked="" type="checkbox"/> Allcated Flight Charge .19 - 7808044822	2015-12-16 17:01:32	\$0.19
<input type="checkbox"/> Campaign Button for \$1.00 - 7808111883	2015-12-16 17:17:34	\$1.10
<input type="checkbox"/> slice price - 7809335081	2015-12-16 22:26:21	\$0.55
<input type="checkbox"/> TESTKATY - 7829375567	2015-12-23 21:12:44	\$22.00

[View Selected Invoice](#)

In this section, you can view all of your **invoices**. If you click the **navy blue box** and click **View Selected Invoice** you then see the details of the invoice.

Invoices

Invoice Lookup

By Name | By Number

Invoice Number: [Lookup](#)

Air Charter Team
4151 N Mulberry Dr #250
Kansas City, MO 64116
Phone: (816) 283-3280
Fax: (816) 283-3185

RECEIPT
Date: 12/16/2015
Invoice: #7808044822

Bill to:
Tony (Frank) Russo

Description	Amount
Allcated Flight Charge .19 - Invoice: 7808044822	
Dallas Love to Midway	0.19

Travel Expenses for Tony (Frank) Russo - PBS

Your Visa card ending in XXXX5560 has been charged on 12/16/2015. This charge will show on your statement as coming from Air Charter Team. Reference: Invoice 7808044822

[Back to Lookup](#)

[Send Selected Invoice](#)

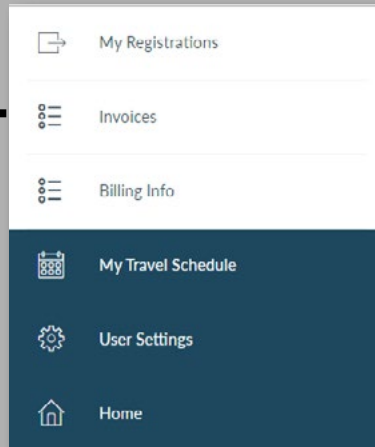
When you click **View Selected Invoice**, this screen will show up. You can see the description of the invoice .

Click **Send Selected Invoice** to send yourself a copy of the displayed invoice to your email address.

By clicking, **Back to Lookup** you can return to the list of invoices.

Main Menu

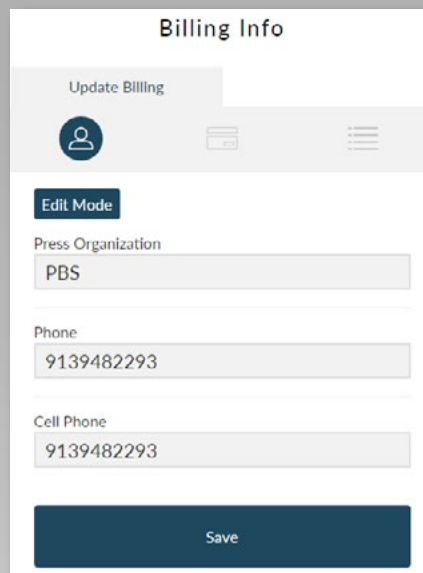
To access **Billing Info**, click Billing Info under the Main Menu.



A vertical list of menu items. The top three items are on a white background: 'My Registrations' with a registration icon, 'Invoices' with a list icon, and 'Billing Info' with a list icon. The bottom three items are on a dark blue background: 'My Travel Schedule' with a calendar icon, 'User Settings' with a gear icon, and 'Home' with a house icon.

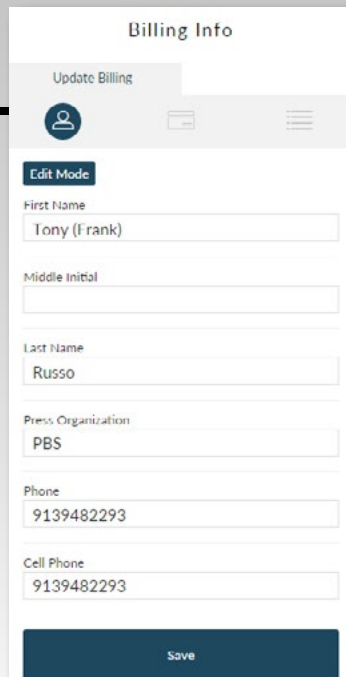
Billing Info

When you **click Billing Info**, you can view your personal information.



The 'Billing Info' page in view mode. It has a title 'Billing Info' and a sub-header 'Update Billing'. Below the sub-header are three icons: a person, a card, and a list. A dark blue 'Edit Mode' button is visible. The form contains three input fields: 'Press Organization' with the value 'PBS', 'Phone' with the value '9139482293', and 'Cell Phone' with the value '9139482293'. A dark blue 'Save' button is at the bottom.

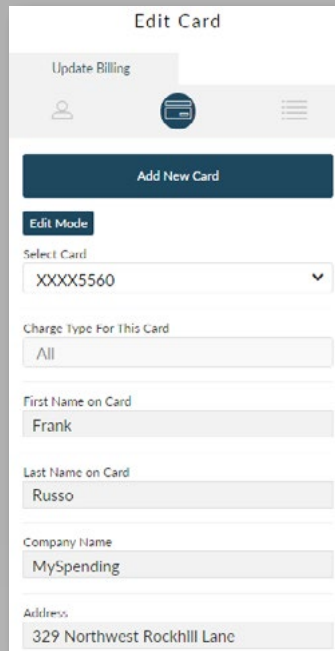
By clicking **Edit Mode**, it allows you to edit your personal information.



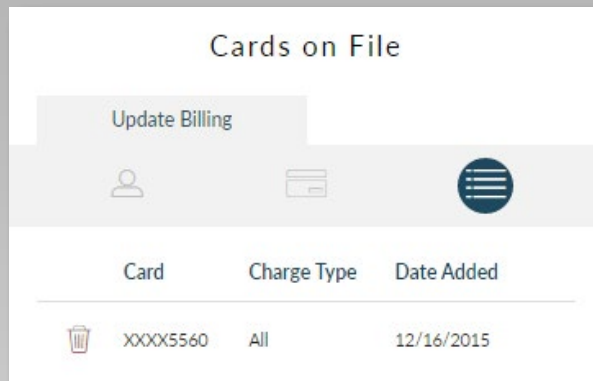
The 'Billing Info' page in edit mode. It has a title 'Billing Info' and a sub-header 'Update Billing'. Below the sub-header are three icons: a person, a card, and a list. A dark blue 'Edit Mode' button is visible. The form contains five input fields: 'First Name' with the value 'Tony (Frank)', 'Middle Initial' (empty), 'Last Name' with the value 'Russo', 'Press Organization' with the value 'PBS', 'Phone' with the value '9139482293', and 'Cell Phone' with the value '9139482293'. A dark blue 'Save' button is at the bottom.


Billing Cont.

Note: You can have one credit card for all charges or two credit cards (one for flights and another for events).



Next, by clicking the **Credit Card Icon**, you can view your payment information. When **Edit Mode is clicked**, it allows you to change that information. If you are looking to add an additional card, **click Add New Card**, then enter your information and **click save** when you are finished.

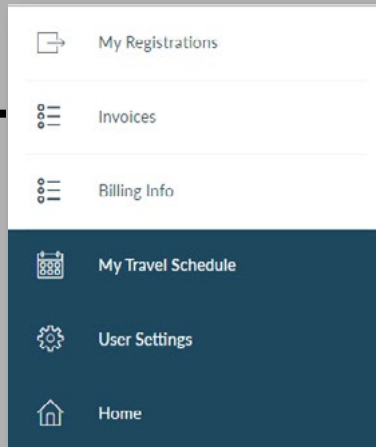


Card	Charge Type	Date Added
 XXXX5560	All	12/16/2015

To view your current cards on file, **click the icon with 4 lines**, then you can view the details or delete the card.

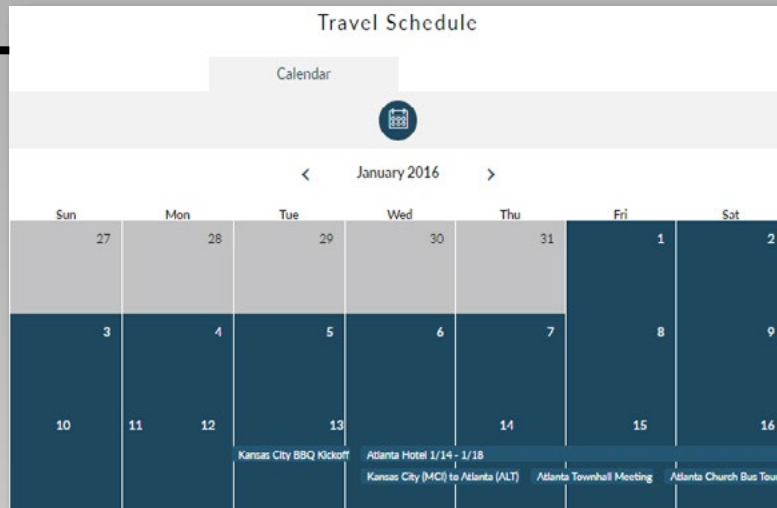
Main Menu

To access **My Travel Schedule**, click My Travel Schedule under the Main Menu.



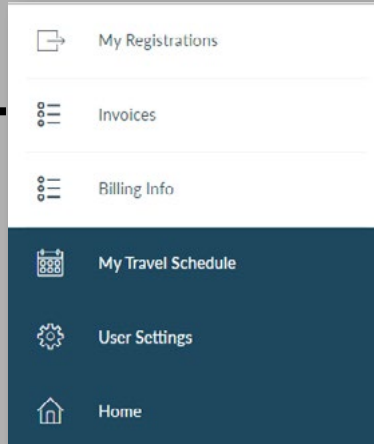
My Travel Schedule

To view your personal travel schedule, click **My Travel Schedule** to see each month's flights and events you are registered for.



Main Menu

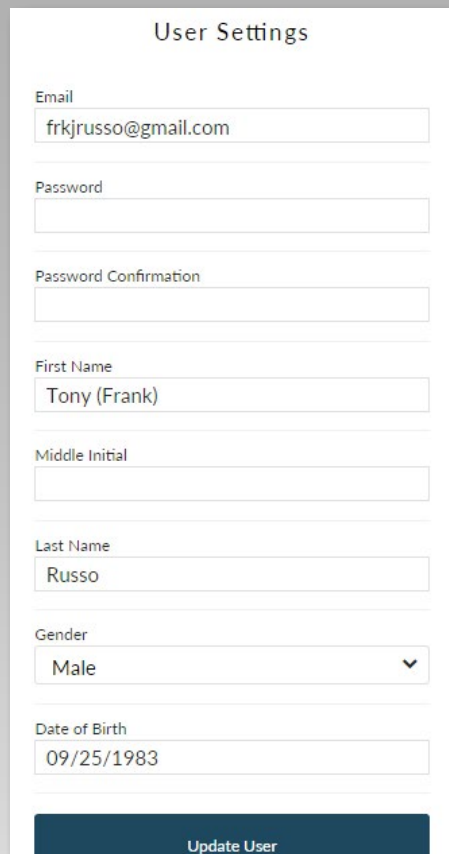
To access **User Settings**, click User Settings under the Main Menu.



The Main Menu is a vertical navigation panel with a white background and a dark blue footer. It contains the following items from top to bottom: 'My Registrations' with a document icon, 'Invoices' with a list icon, 'Billing Info' with a list icon, 'My Travel Schedule' with a calendar icon, 'User Settings' with a gear icon, and 'Home' with a house icon. The 'User Settings' item is highlighted with a dark blue background.

User Settings

Note: If you change your email, you **MUST** re-enter password and password confirmation before you click the **Update User** box.



The User Settings form is a white rectangular box with a dark blue footer. It contains the following fields and controls from top to bottom: 'Email' with the value 'frkjrusso@gmail.com', 'Password' (empty), 'Password Confirmation' (empty), 'First Name' with the value 'Tony (Frank)', 'Middle Initial' (empty), 'Last Name' with the value 'Russo', 'Gender' with a dropdown menu set to 'Male', and 'Date of Birth' with the value '09/25/1983'. At the bottom is a dark blue button labeled 'Update User'.

To edit and view your User Settings, **click User Settings** in the Main Menu. Once you've made your edits, **click Update User**.