

Client Account Statement Instructions for CLIENT USERS

1. Go to www.maritimetravel.ca or www.legrowstravel.ca
2. Click on the “Business” tab to take you to the Business Travel website
3. Click on the “Online Reporting” box in green (on the left)
4. Scroll down to click on the “Online Reconciliation and Unused Tickets” Link
5. Click “Yes” to the Security Warning box.
6. Now you are on the login page. Type username and password, click “login”.
7. Here, you can change your password or view your statement. The password can be up to 15 characters in length or any combination of letters or numbers.
8. When you click “**View Invoice Statement**”, you will be taken to the Statement page where you will select the dates you want your report to cover. To do this, just click on the little calendar icons, select the desired dates, and click “Run”
9. We also have a new option, “**View Invoice Statement By Traveller**”. You may click on this option, select your dates, click “Run” to see statement organized by traveller name.
10. The report takes just a minute to generate. When you have the information in front of you, you are able to **click on the invoice numbers on the left to access and print individual invoices.**
11. You can search for data by entering any part of the information in the box next to ‘Find’. Then click ‘Enter’.
12. You can save the Client Account Statement in one of many formats by using the “Select a Format” down arrow. You can then click “Export” to transfer the statement to your chosen format. From here, you can save it to your computer.
13. **Please note** that once you export the file, the invoice links will no longer be accessible. You can only access these within the statement site.