Download E-Ticket Receipt

- **Download Group E-tickets**
- **Send All E-tickets Receipt to One Email**
- **Send All E-tickets to Individual Passenger**

Last updated: Nov 2026

Download E-Ticket - Group E-ticket

Display the RLOC after ticketing is completed. On the booking detail page, **View Successful Ticket Details** and **Download E-ticket** are available.

> 💡 **Tip | Two-options are available to get the E-ticket receipt:**
>
> - **Download Group E-ticket** – Download ticket information for the group.
> - **Send E-Ticket & Itinerary** – Email individual e-tickets to passengers or all e-tickets to a designated email address.

STEP 1

- Display a group booking, select **Download E-Ticket.**

STEP 2

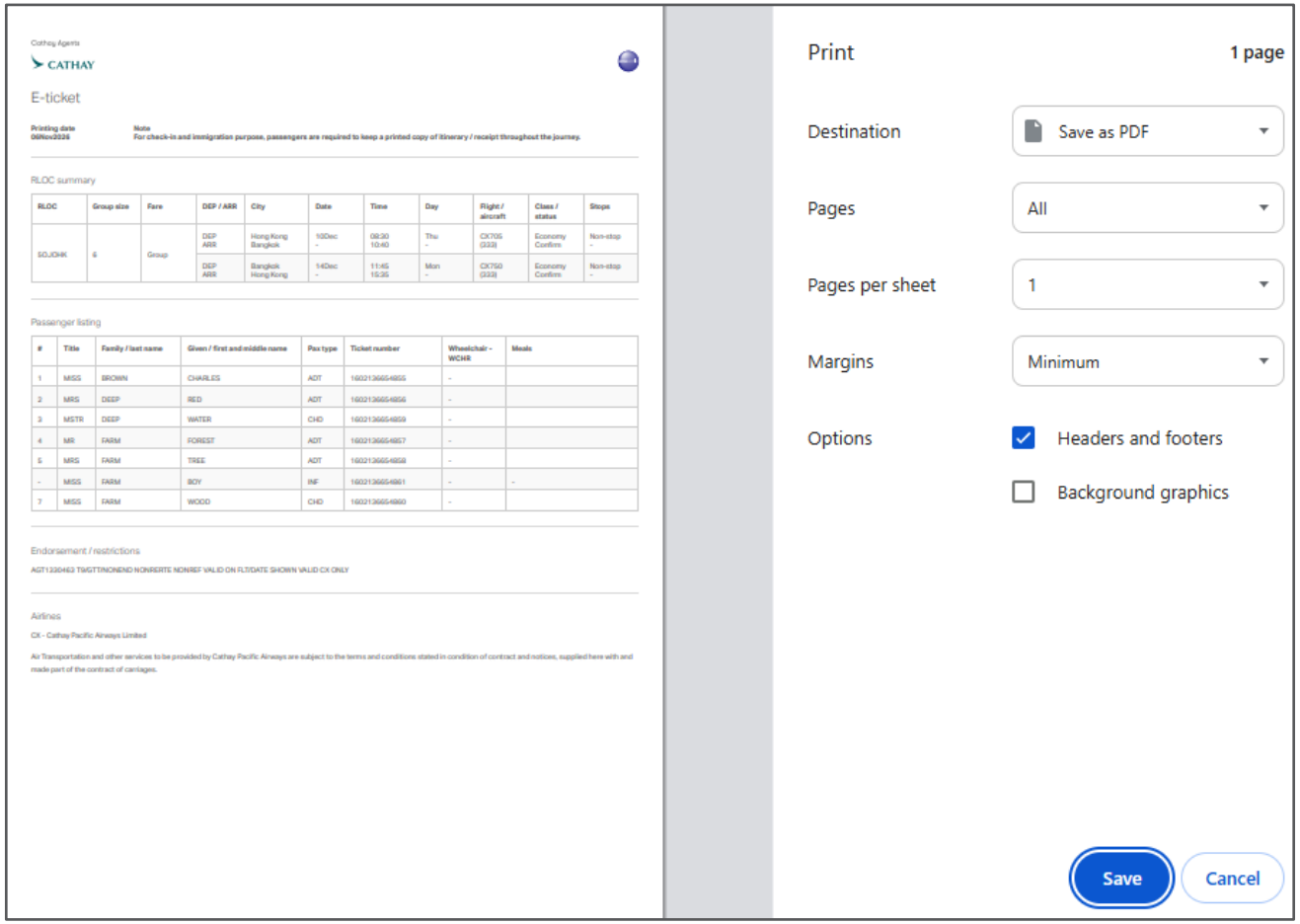
- Select **Download Group E-Tickets**, then click **Agree and Download**.



Download E-Ticket - Group E-ticket

STEP 3

- In the **Print** window, select **Save as PDF**, then select **Save**.



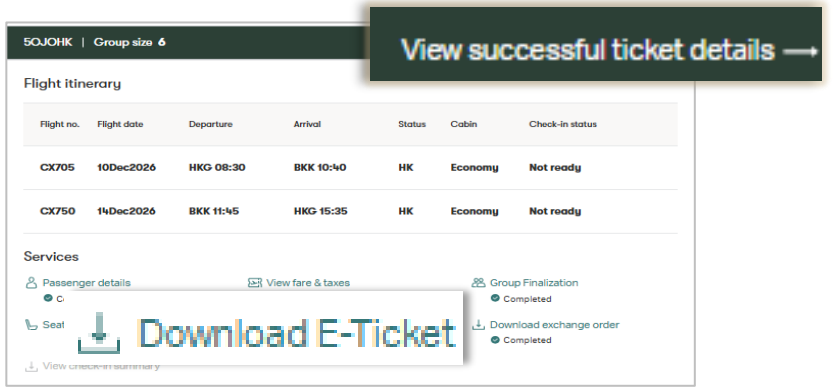
Send All E-tickets to One Email

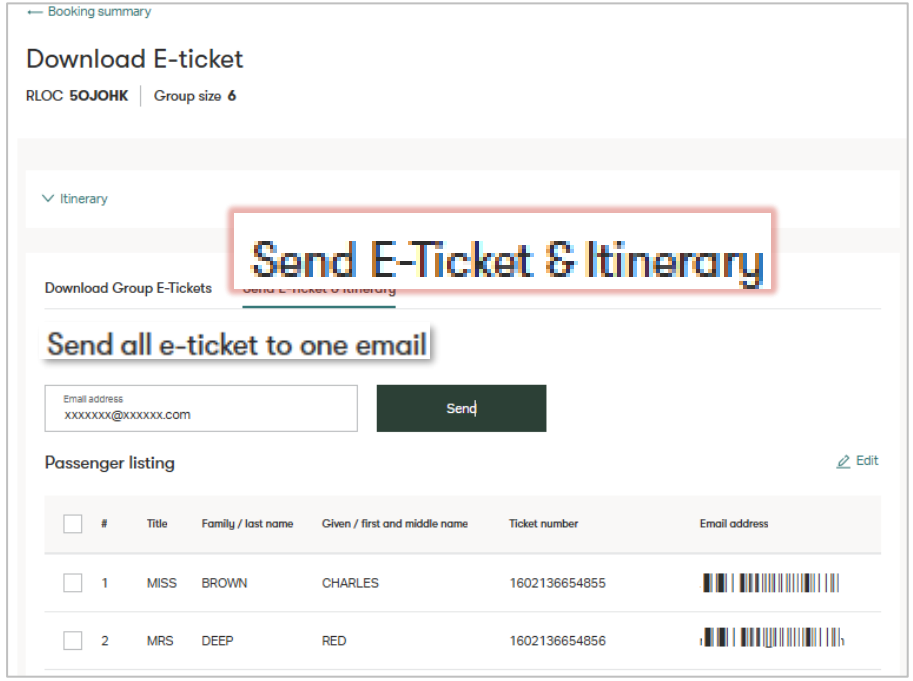
STEP 1

- Display a group booking, select **Download E-Ticket.**

> 💡 **Tip | Two-options are available to get the E-ticket receipt:**
>
> - **Download Group E-ticket** – Download ticket information for the group.
> - **Send E-Ticket & Itinerary** – Email individual e-tickets to passengers or all e-tickets to a designated email address.

> 💡 **Tip | Two options are available:**
>
> - **Send all to one Email** – Send all e-tickets to one designated email address.
> - **Passenger Listing** – Send each e-ticket to the passenger's email address.





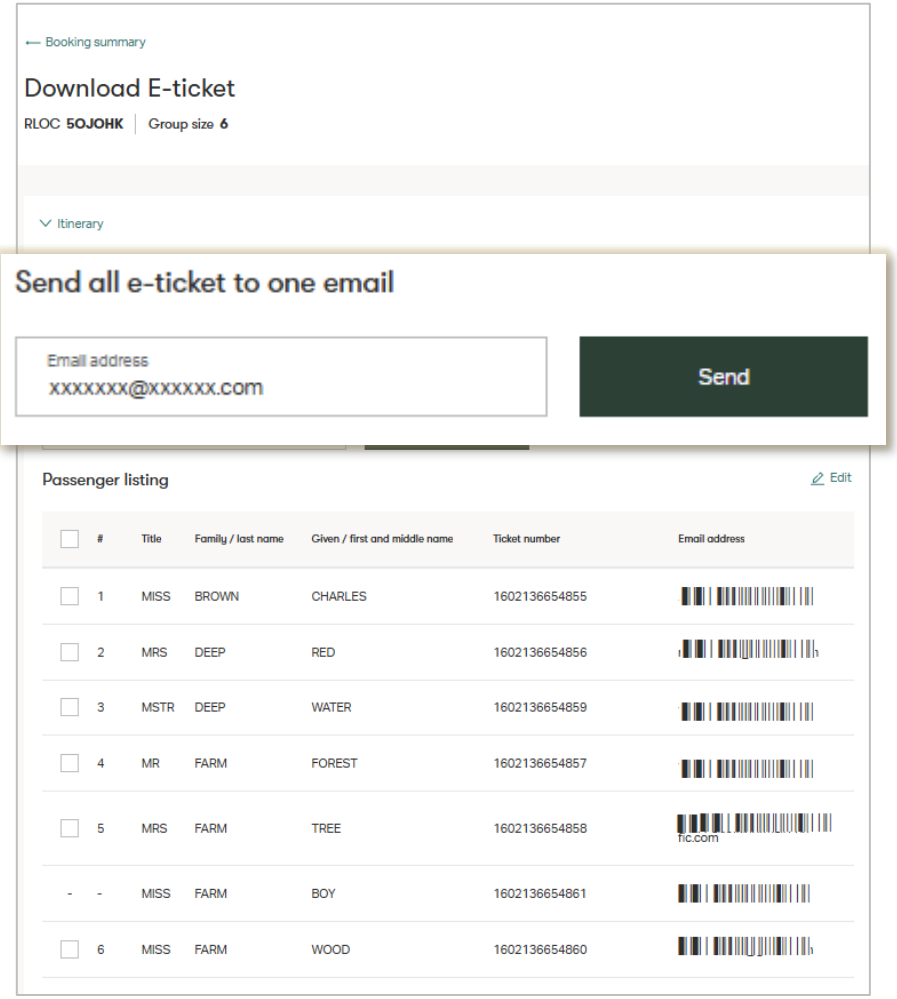
STEP 2

- Select **Send E-Tickets & Itinerary.**

Send All E-tickets to One Email

STEP 3

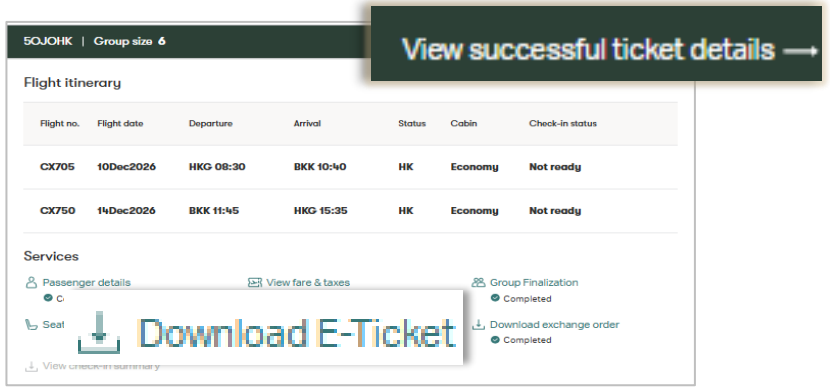
- In the **Send All E-tickets to One Email** section, enter the email address to receive all E-ticket receipts, then select **Send**.



Send All E-tickets to Individual Passenger

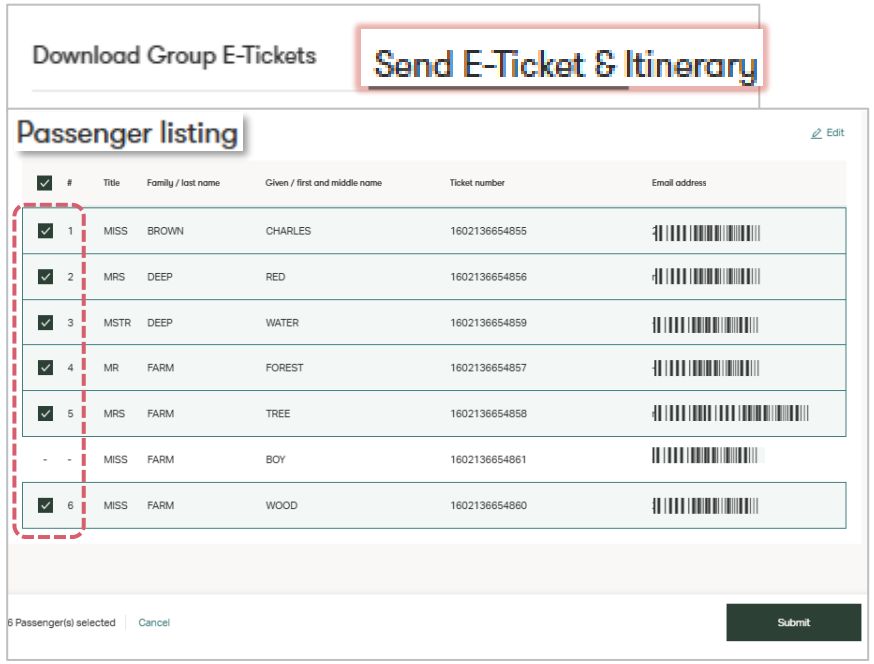
STEP 1

- Display a group booking, select **Download E-Ticket.**



STEP 2

- Select passenger from the passenger listing.
- Then click **Submit**



Tip

If the passenger's email address was provided during name-in, it will be displayed in the Passenger Listing. You can also select Edit Email to add or update the email address before sending the E-ticket receipt.

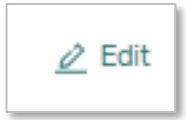
Download E-Ticket - Send E-ticket & Itinerary

Tip

If the passenger's email address was provided during name-in, it will be displayed in the Passenger Listing. You can also select Edit Email to add or update the email address before sending the E-ticket receipt.

STEP 1

- Select **Edit** to add or update the passenger's email address.



STEP 2

- Enter or update the email address, then select **Save**.

