

# How to Access BLS Online Invoices

1. Access the Internet through your companies normal means and go to <http://www.blslimo.com>
  - a. Picture of BLS' home page below

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BLS...As Directed™ by you.

From well-appointed vehicles in every major market around the world, to an amply personalized 24-hour International Reservations Center, BLS exemplifies the true ground travel experience.



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2. Move your mouse arrow until it highlights “Reports & Receipts” and click your left mouse button.

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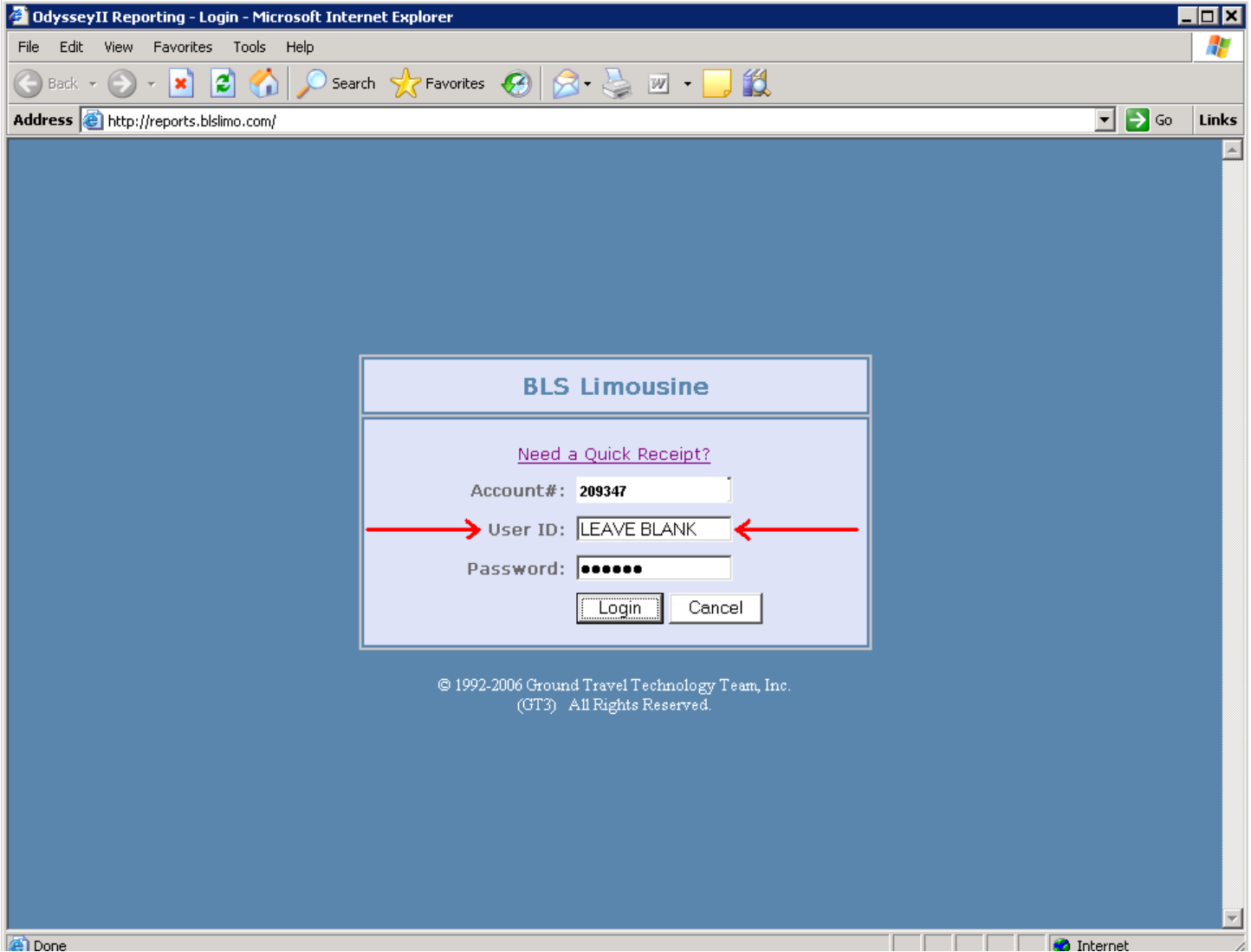
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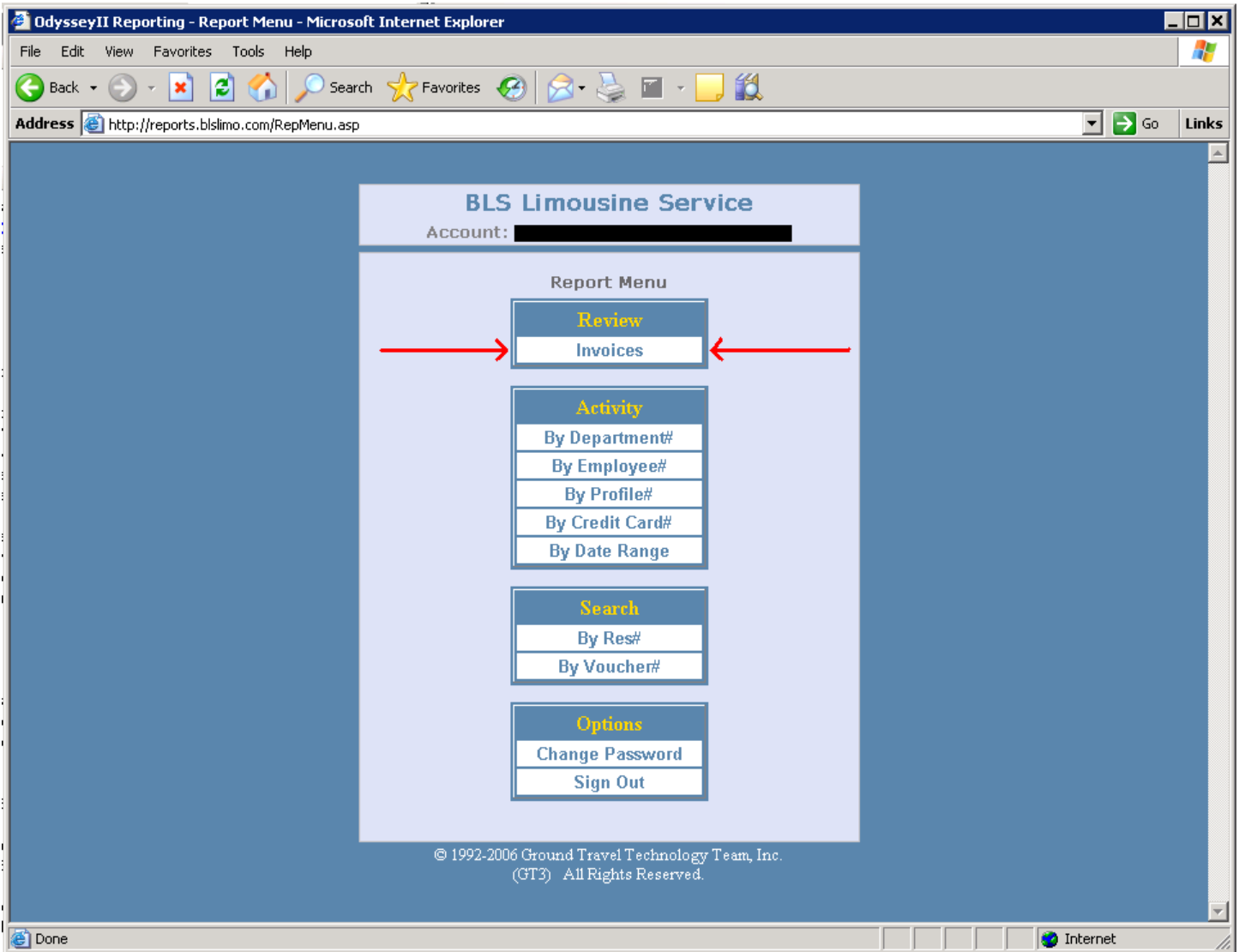


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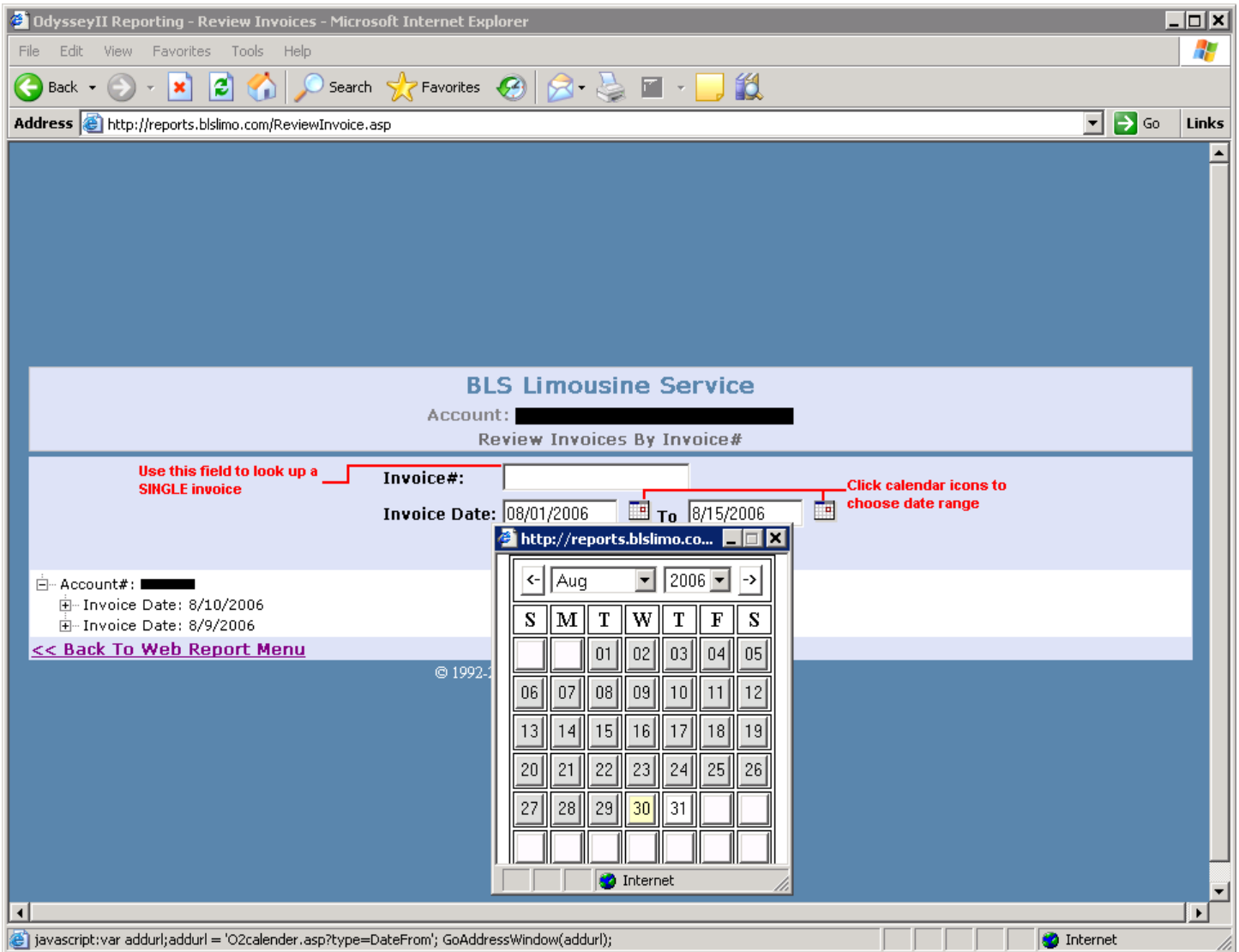
3. Now type in your Account # and Password, and click “Login” button
  - a. The Account # in the picture below is only an example. Put in the account # that has been assigned to you by BLS. If you don’t know your account # please contact BLS @ 800-992-0570 for assistance.
  - b. **IMPORTANT: Leave the User ID field BLANK.**



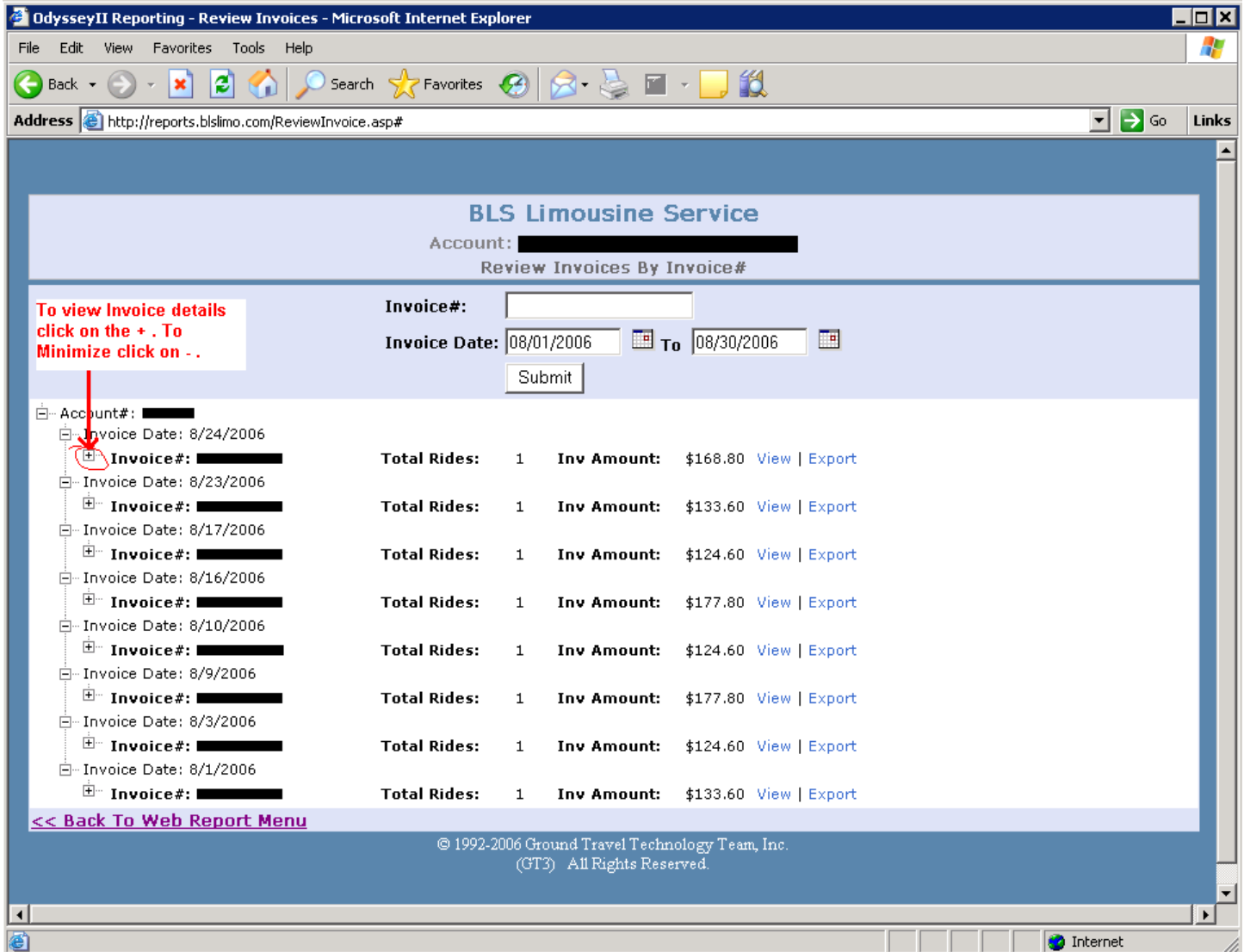
4. Now that you are logged in you should see the Report Menu on your screen.
  - a. To view your invoices click on the word **“Invoices”** underneath the **“Review”** title.



- 5. Review Invoices by Invoice #: You can either look up a single invoice using the “Invoice #:” field or a group of invoices by date range.
  - a. For invoices in a date range click on the “Calendar Icons” to choose your start and ending dates.
    - i. **Note: Date range must be less than or equal to 60 days.**



6. How to view invoice details: You should now have a list of invoices on screen. The list will be sorted by invoice date starting with the most recent date at the top.
  - a. To view any invoice details click on **+**.
  - b. To minimize/hide the information click on **-**.
  - c. Click on [<< Back To Web Report Menu](#) to get back to the Main Menu. Located at the bottom left of the screen.



- To view Ride Receipt: With the Invoice details visible, you can now view the Ride Receipt by clicking on the **blue** total on the far right side of the screen (See picture below for details).

OdysseyII Reporting - Review Invoices - Microsoft Internet Explorer

Address: http://reports.bslimo.com/ReviewInvoice.asp

### BLS Limousine Service

Account: [REDACTED]  
Review Invoices By Invoice #

Invoice#: [REDACTED]  
 Invoice Date: 08/01/2006 To 08/30/2006

Account#: [REDACTED]

Invoice Date: 8/24/2006

Invoice#	Total Rides	Inv Amount	View	Export
[REDACTED]	1	\$168.80	<a href="#">View</a>	<a href="#">Export</a>

Res#	PU Time	Passenger	Pickup	Dropoff	Base Chg	Stop Chg	WT Chg	Ph Chg	Tolls	Parking	Misc. Gratuity	STC Taxes	Other Disc.	Total
[REDACTED]	08/23/06 18:15		MANHATTAN		85.00		32.50		9.00			10.58	31.72	168.80
CC			LA GUARDIA AIRP											168.80
Grand Total:					85.00		32.50		9.00		0.00	10.58	31.72	168.80

Invoice Date: 8/23/2006 Invoice#: [REDACTED] Total Rides: 1 Inv Amount: \$133.60 [View](#) | [Export](#)

Invoice Date: 8/17/2006 Invoice#: [REDACTED] Total Rides: 1 Inv Amount: \$124.60 [View](#) | [Export](#)

Invoice Date: 8/16/2006 Invoice#: [REDACTED] Total Rides: 1 Inv Amount: \$177.80 [View](#) | [Export](#)

Invoice Date: 8/10/2006 Invoice#: [REDACTED] Total Rides: 1 Inv Amount: \$124.60 [View](#) | [Export](#)

Invoice Date: 8/9/2006 Invoice#: [REDACTED] Total Rides: 1 Inv Amount: \$177.80 [View](#) | [Export](#)

Invoice Date: 8/3/2006 Invoice#: [REDACTED] Total Rides: 1 Inv Amount: \$124.60 [View](#) | [Export](#)

Invoice Date: 8/1/2006 Invoice#: [REDACTED] Total Rides: 1 Inv Amount: \$133.60 [View](#) | [Export](#)

[Back To Web Report Menu](#)

Click on the Blue Total to view the Ride Receipt


Internet

8. Print Ride Receipts: Below is an example of what the Ride Receipts look like. To print just click **< Print >** at the bottom.
- a. After you're done viewing and/or printing just click on **< Close >** to get back to the Invoice List window.

<b>Ride Receipt</b>		Account# : [REDACTED]	
		Invoice# : [REDACTED]	
		Inv Date : 8/24/2006	

Date	Description	Charges	Credits
8/23/2006	<b>Res#:</b> [REDACTED] <b>PU:</b> 527 Madison MANHATTAN NY 10001 <b>Drop:</b> LGA 1934 DL <b>Pickup:</b> 18:15 <b>Dropoff:</b> 19:00 <b>Passenger:</b> [REDACTED] Flat: _____ TC \$85.00 Req By: [REDACTED]      Chauff: 5230089      : \$0.00 [REDACTED]      [REDACTED]      \$32.50 [REDACTED]      [REDACTED]      \$9.00 [REDACTED]      [REDACTED]      \$23.50 [REDACTED]      [REDACTED]      \$8.22 [REDACTED]      [REDACTED]      \$10.58 Discount: _____ Deposit: _____ Ride Total: \$168.80 <b>Trip Amount Due: \$0.00</b>		
Paid By Credit Card xxxxxxxxxxxx [REDACTED]			



<b>&lt; Print &gt;</b>	<b>&lt; Close &gt;</b>
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9. To View your Balance Information for that particular Invoice: Click on the word **View**, which is to the right of the **Inv Amount:** (See picture below).

**BLS Limousine Service**  
Account#: [REDACTED]  
Review Invoices By Invoice#

Invoice#: [REDACTED]  
Invoice Date: 08/01/2006 To 08/30/2006  
Submit

Click View to see Balance Info

Account#: [REDACTED]  
Invoice Date: 8/24/2006

Invoice#: [REDACTED] Total Rides: 1 Inv Amount: \$168.80 [View](#) [Export](#)

Res#	PU Time	Pickup Dropoff	Base Chg Stop Chg	WT Chg Ph Chg	Tolls Parking	Misc. Gratuity	STC Taxes	Other Disc.	Total
PM	08/23/06 18:15	MANHATTAN	85.00	32.50	9.00		10.58	31.72	168.80
CC		LA GUARDIA AIRP							
Grand Total:			85.00	32.50	9.00	0.00	10.58	31.72	168.80

Click to View Ride Receipt

10. Invoice Balance Information Screen: Looking at the picture below you will be able to see whether your payment(s) have been received or not and if there is still a Balance Due.
- a. **Note:** You can also view and print your Ride Receipts from this screen by clicking on the total on the far right of the screen (see Ride Receipt Viewing instructions above in item # 9 & 10).

**BLS Limousine Service**  
18-20 Steinway Street  
Astoria, NY 11105  
Phone#: 800-843-5752 Fax#: 718-267-5452

Account# : [REDACTED]  
Invoice# : [REDACTED]  
Invoice Date: 8/24/2006  
Net Terms :

Invoice Balance Status

Res#	Pickup Time	Pickup Dropoff	Base Chg Stop Chg	Wt Chg Ph Chg	Tolls Parking	Misc. Gratuity	STC Sales Tax Svc Chg WC Tax	Other Disc.	Total
Passenger	08/23/06 18:15	MANHATTAN LA GUARDIA AIRP	85.00	32.50	9.00		10.58 23.50	8.22	168.80
Invoice Total: (1 Vouchers)			85.00	32.50	9.00	0.00	34.08 0.00	8.22	168.80

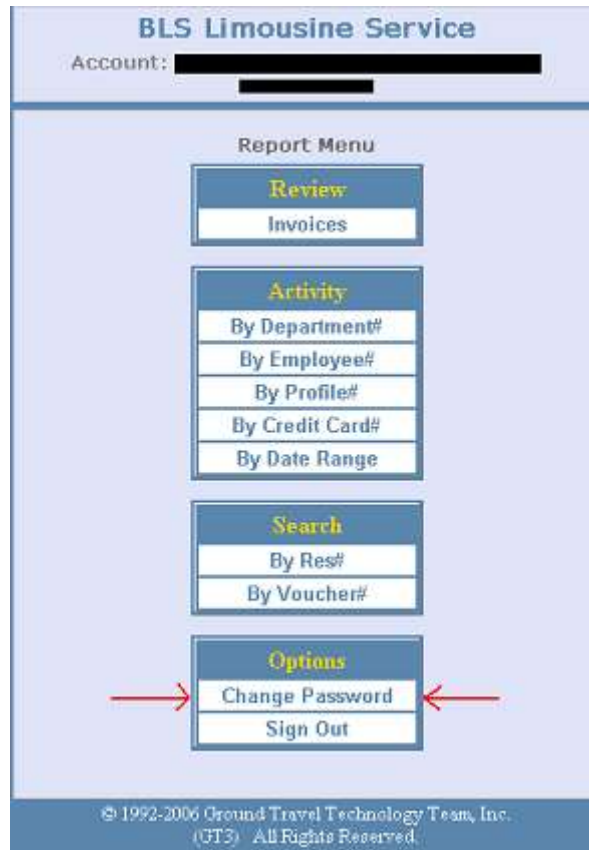
Click to View Ride Receipt

Original Invoice Amount: 168.80 Payment Received: 168.80 Balance Due: 0.00

[Close](#) Click to close

11. Changing your password from the Main Report Menu

- a. Viewing the picture directly below: Click on **Change Password** in the Options section of the Report Menu.



12. Change Password Screen

- a. Type in Old Password (Case Sensitive)
- b. Type in New Password and type new password again in the Confirm Password field
- c. Click Login to Accept the new password
  - i. Click on [<<Back to Web Report Menu](#) to abort the password change

