

## FleetCommander User Conference Shuttle Directions

These are directions on how to make a shuttle reservation. Directions for both round trip and one-way reservations are shown. We'll start with round-trip and then we'll do a one-way.

Go to https://www.executiveexpress.biz/. Click on "Airport Shuttle. Book a Reservation."

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|----------------------|---|----------------------|------------|----------------|-----------|--|
| Executive<br>EXPRESS | Home                                    | f in                 | <b>R</b> + | Search Site    | Q         |  |
| Airport Shuttle      | Home                                    | About                | Fieet      | Coverage Areas | Discounts |  |
| Airport Shuttle      |   | 1                    | 2          |                |           |  |
| Airport Shuttle      | <                                       |                      |            | Yo             |           |  |
| Other<br>A Services  | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ |                      |            |                |           |  |

## Click on Arrival Reservations.

| Executive                     |                          | f in                 | Se Se        | earch Site     | Q         |
|-------------------------------|--------------------------|----------------------|--------------|----------------|-----------|
| EXPRESS                       | Home About -             | Services -           | Fleet        | Coverage Areas | Discounts |
|                               |                          |                      |              |                | < Back    |
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| X                             | ×                        |                      | Δ            |                |           |
| Departure                     |                          | Manage               | Sign         |                |           |
| Reservation                   | Reservations             | Reservations         | In           |                |           |
| Enrouest                      | ons or additional assist | ance please call (8  | 88) 522-9899 |                |           |
|                               | Powered by advance       | ed technologies from | 00,022,0000  |                |           |
|                               | Grou                     | 1010                 |              |                | *         |
|                               |                          |                      |              |                |           |



Click on Round Trip.

| Executive   |               |  | fin                                      | Search Site | Q              |           |
|---|---------------|--|--|-------------|----------------|-----------|
| EXPRESS   | Home          | About -                                | Services -                               | Fleet       | Coverage Areas | Discounts |
| menu  |               |  |  |             |                | < Back    |
| Arrival<br>Reservations and quotes for transportation from MS | P or DSM airp | ort.                                   |  |             |                |           |
| → One Way  Round Trip   |               |  |  |             |                |           |
|   |               |  |  |             |                |           |
| For qu  |               | ditional assistar<br>vered by advanced | ICE, please call (8<br>technologies from | 88) 522-98  | 99             |           |
|   | C             | HUDSON                                 | HGTS                                     |             |                |           |
|   |               |  |  |             |                | *         |
|   |               |  |  |             |                |           |

Choose Des Moines Airport.

| menu  |             |  |
|---|-------------|--|
| Open All  |             |  |
| Check Pickup Availability   |             |  |
| Airport   |             |  |
| Des Moines Airport  |             |  |
| Des Moines Airport<br>Des Moines Greyhound<br>Minneapolis St Paul Airport |             |  |
| Date  |             |  |
| 2/12/2019   |             |  |
| Arrival Flight Time   | Flight Type |  |



Provide your flight arrival information.

| MENU   |   |
|--|---|
| Open All   |   |
| neck Pickup Availability                                 |   |
| irport   |   |
| Des Moines Airport                                       |   |
| Arrival Flight   |   |
| Date 05/21/2019 Arrival Flight Time                      | Flight Type                                   |
| 2 • : 50 • PM •  | Domestic 🔻                                    |
| Airline<br>If No Flight select No Flight Terminal 1 or 2 | Flight Number<br>If No Flight enter No Flight |
| AMERICAN AIRLINES Q                                      | 2092  |
| From (city)<br>If No Flight enter No Flight              |   |
| Los Angeles CA   |   |

For the drop off location, type "gate" in the field. That will bring up "Ames – Gateway Hotel and Conference Center." Choose that. Indicate the number of adults in your group.

| Dropoff location (select only one)  |                        |
|---|------------------------|
| Drop off location<br>gate Q<br>Ames - Gateway Hotel and Conference Center |                        |
| Passengers 1  |                        |
| Adults  | Children (6 and under) |



Indicate the number of bags.

| Luggage / Special options  |
|--|
| Total number of bags including carry-ons.<br>Do not include personal items that will be kept with you. |
| Pet (in kennel)  |
| ▼ Extra/oversized luggage  |
|  |



Provide your departing flight information. Your pick-up location, number of adults, and number of bags should default to your arrival answers. It assumes you'll be leaving from the Gateway Hotel and Conference Center.

| Departing Flight  |   |
|---|---|
| Date 05/24/2019   |   |
| Departure Flight Time          6       •       30       •       PM       •         Airline       •       •       •       •       •       •         If No Flight select No Flight Terminal 1 or 2       •       •       •       •       •         AMERICAN AIRLINES       • <t< td=""><td>Flight Type<br/>Domestic  Flight Number 8741</td></t<> | Flight Type<br>Domestic  Flight Number 8741 |
| Destination City<br>Los Angeles CA  |   |
| Pickup location (select only one)   |   |
| Pickup location Ames - Gateway Hotel and Confe Q  |   |
| Passengers 1  |   |
| Adults  | Children (6 and under)                      |
| Luggage / Special options   |   |
| Total number of bags including carry-ons.<br>Do not include personal items that will be kept with you.  |   |



Click on the Continue button at the bottom right of the page.

✓ Continue

For questions or additional assistance, please call (888) 522-9899 Powered by advanced technologies from

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Choose a pick-up time from the list and the click on the Select button.

| Executive  |          |               | f in           | <b>Q</b> + | Search Site    | Q         |
|--|----------|---------------|----------------|------------|----------------|-----------|
| EXPRESS  | Home     | About -       | Services -     | Fleet      | Coverage Areas | Discounts |
| MENU   |          |               |                |            |                | < Back    |
|  |          |               |                |            |                |           |
| Select type of service and Pickup Time   |          |               |                |            |                |           |
| Number of Passengers   | 1        |               |                |            |                |           |
| Traveling from:  | Des Mo   | ines Airport  |                |            |                |           |
| Traveling to:  | Ames -   | Gateway Hotel | and Conference | Center     |                |           |
| Flight date:   | 05/21/19 | 9             |                |            |                |           |
| Flight time:   | 2:50 PN  | 1             |                |            |                |           |
| Home Pickup service for 1 passengers   |          |               |                |            |                |           |
| Pickup time: 3:45 PM Drop off time: 4:30 PM  |          | ~             |                |            |                |           |
| <ul> <li>3:45 PM</li> <li>Estimated Drop Off: 4:30 PM</li> <li>45 minutes later 4:30 PM</li> </ul> |          |               |                | _          | _              |           |
| Estimated Drop Off: 5:15 PM<br>1 hour 45 minutes later 5:30 PM<br>Estimated Drop Off: 6:15 PM      |          |               |                |            |                |           |
| <ul> <li>3 hours 15 minutes later 7:00 PM<br/>Estimated Drop Off: 7:45 PM</li> </ul>               |          |               |                |            |                |           |
|  |          | ~             |                |            |                |           |
| Price Information  |          |               |                |            |                |           |
| Price Information<br>Base Fare<br>Total for this portion of the trip                               |          | 3.00<br>3.00  | /              |            |                |           |



Do the same for your return to the airport. You'll see that a discount has been applied. The total for the round trip will be \$96.00.

| Home About Services Fiet Coverage Areas Discounts     Select type of service and Pickup Time     Number of Passengers 1     Taveling from:     Areas- Gateway Hotel and Conference Center     Taveling to:        Des Mones Aliport     Fight date:     0524/19           Fight time:     0524/19                    Pickup time:  Coverage Areas                Coverage Areas Discounts       Coverage Areas Discounts Discounts Coverage Areas Discounts <th>Home About Services Fleet Coverage Areas Discounts</th> <th>Executive</th> <th></th> <th></th> <th>f in</th> <th>Q+</th> <th>Search Site</th> <th>Q</th>  | Home About Services Fleet Coverage Areas Discounts  | Executive                                   |         |         | f in           | Q+       | Search Site    | Q         |
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| <ul> <li>4:15 PM<br/>Estimated Drop Off: 5:00 PM</li> <li>1 hour earlier 3:15 PM<br/>Estimated Drop Off: 4:00 PM</li> <li>2 hours earlier 2:15 PM<br/>Estimated Drop Off: 3:00 PM</li> <li>3 hours 30 minutes earlier 12:45 PM<br/>Estimated Drop Off: 1:30 PM</li> <li>5 hours earlier 11:15 AM<br/>Estimated Drop Off: 1:20 PM</li> <li>6 hours 45 minutes earlier 9:30 AM<br/>Estimated Drop Off: 10:15 AM</li> <li>8 hours 15 minutes earlier 9:30 AM<br/>Estimated Drop Off: 10:15 AM</li> <li>10 hours earlier 6:15 AM<br/>Estimated Drop Off: 7:00 AM</li> </ul>   | <ul> <li>4:15 PM<br/>Estimated Drop Off. 5:00 PM.</li> <li>1 hour earlier 3:15 PM<br/>Estimated Drop Off. 4:00 PM.</li> <li>2 hours earlier 2:15 PM<br/>Estimated Drop Off. 3:00 PM.</li> <li>3 hours 30 minutes earlier 12:45 PM<br/>Estimated Drop Off. 1:30 PM.</li> <li>5 hours earlier 11:15 AM<br/>Estimated Drop Off. 1:20 PM.</li> <li>6 hours 45 minutes earlier 9:30 AM<br/>Estimated Drop Off. 10:15 AM.</li> <li>8 hours 15 minutes earlier 8:00 AM<br/>Estimated Drop Off. 7:00 AM</li> <li>9 hours earlier 6:15 AM<br/>Estimated Drop Off. 7:00 AM</li> </ul>   | Pickup time: 1:15 PM Drop off time: 5:00 PM |         | ~       |                |          |                |           |
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| Estimated Drop Off: 8:45 AM          10 hours earlier 6:15 AM         Estimated Drop Off: 7:00 AM         Price Information         Base Fare       53.00         Discount       10.00  | Estimated Drop Off: 8:45 AM          10 hours earlier 6:15 AM         Estimated Drop Off: 7:00 AM         Price Information         Base Fare       53.00         Discount       10.00  | 6 hours 45 minutes earlier 9:30 AM          |         |         |                |          |                |           |
| Estimated Drop Off. 7:00 AM       Price Information        Base Fare     53:00       Discount     10:00   | Estimated Drop Off. 7:00 AM       Price Information       Base Fare     53:00       Discount     10:00  |   |         |         |                |          |                |           |
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| Base Fare53.00Discount10.00   | Base Fare53.00Discount10.00   |   |         |         |                |          |                |           |
| Discount 10.00  | Discount 10.00  | Price Information                           |         | ~       |                |          |                |           |
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|   |   |   | 10      | 0.00    |                |          |                |           |



You're presented with a confirmation page. Please review it carefully. Provide your contact and payment information. Complete the remainder of the form and click on the Continue button.

| Reservation Name   |                          |  | ~ |
|--|--------------------------|--|---|
| First Name   |                          | Last Name  |   |
| Cell Number<br>Please note: We do not make inter<br>If you do not have a US cell phone,<br>please enter 555-555-5555 as a su |                          |  |   |
| Email Address  | (Confirmation sent here) |  |   |
| Payment Information  |                          |  | ~ |
| A credit card is required to make this to<br>Total Fare 96.00<br>Payment Type<br>Credit Card <b>•</b>                        | reservation              |  |   |
| Credit Card #  |                          | Expires: Month/Year<br>Month • Year •                              |   |
| Name<br>(as it appears on credit card)   |                          | Credit Card Verification Number<br>(Credit Card Verification Help) |   |
| Zip Code of Card Holder  |                          | Credit Card Billing Address  |   |

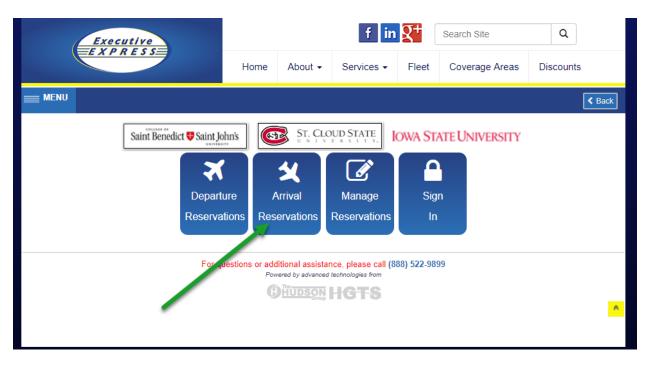
From here, complete registration as instructed by the system.



Let's make a one-way reservation. Go to <u>https://www.executiveexpress.biz/</u>. Click on "Airport Shuttle. Book a Reservation."



Click on Arrival Reservations.





Click on One Way.

| Executive   |               |                   | fin        | Search Site | Q              |           |
|---|---------------|-------------------|------------|-------------|----------------|-----------|
| EXPRESS   | Home          | About -           | Services - | Fleet       | Coverage Areas | Discounts |
| menu  |               |                   |            |             |                | < Back    |
| Arrival<br>Reservations and quotes for transportation from MS | P or DSM airp | ort.              |            |             |                |           |
| → One Way ≓ Round Trip  |               |                   |            |             |                |           |
|   |               |                   |            |             |                |           |
| For qu  | Pow           | vered by advanced | -          | 88) 522-98  | 99             |           |
|   | C             | HUDSON            | IGTS       |             |                | <u>^</u>  |
|   |               |                   |            |             |                |           |

Choose Des Moines Airport.

| menu                                       |   |             |
|--|---|-------------|
| Open All                                   |   |             |
| Check Pickup Availability                  |   |             |
| Airport                                    |   |             |
| Des Moines Airport                         |   |             |
| Des Moines Airport<br>Des Moines Greyhound |   |             |
| Minneapolis St Paul Airport<br>Date        |   |             |
| 2/12/2019                                  | ] |             |
| Arrival Flight Time                        |   | Flight Type |



Provide your flight arrival information.

| MENU   |   |
|--|---|
| Open All   |   |
| neck Pickup Availability                                 |   |
| irport   |   |
| Des Moines Airport                                       |   |
| Arrival Flight   |   |
| Date 05/21/2019 Arrival Flight Time                      | Flight Type                                   |
| 2 • : 50 • PM •  | Domestic 🔻                                    |
| Airline<br>If No Flight select No Flight Terminal 1 or 2 | Flight Number<br>If No Flight enter No Flight |
| AMERICAN AIRLINES Q                                      | 2092  |
| From (city)<br>If No Flight enter No Flight              |   |
| Los Angeles CA   |   |

For the drop off location, type "gate" in the field. That will bring up "Ames – Gateway Hotel and Conference Center." Choose that. Indicate the number of adults in your group.

| Dropoff location (select only one)         |                        |
|--|------------------------|
| Drop off location                          |                        |
| gate Q                                     |                        |
| Ames - Gateway Hotel and Conference Center |                        |
| Passengers 1                               |                        |
| Adults                                     | Children (6 and under) |
| 1 •  | •                      |
|  |                        |



Indicate the number of bags.

| Luggage / Special options  |
|--|
| Total number of bags including carry-ons.<br>Do not include personal items that will be kept with you. |
| Pet (in kennel)  |
| ▼ Extra/oversized luggage  |
|  |

Click on the Continue button at the bottom right of the page.





Choose a pick-up time from the list and the click on the Select button.

| Executive  |          |               | f in             | <b>Q</b> + | Search Site    | Q         |
|--|----------|---------------|------------------|------------|----------------|-----------|
| EXPRESS  | Home     | About -       | Services -       | Fleet      | Coverage Areas | Discounts |
| MENU   |          |               |                  |            |                | < Back    |
|  |          |               |                  |            |                |           |
| Select type of service and Pickup Time   |          |               |                  |            |                |           |
| Number of Passengers   | 1        |               |                  |            |                |           |
| Traveling from:  | Des Mo   | ines Airport  |                  |            |                |           |
| Traveling to:  | Ames -   | Gateway Hotel | and Conference ( | Center     |                |           |
| Flight date:   | 05/21/19 | 9             |                  |            |                |           |
| Flight time:   | 2:50 PN  | 1             |                  |            |                |           |
| Home Pickup  |          |               |                  |            |                |           |
| Home Pickup service for 1 passengers   |          |               |                  |            |                |           |
|  |          |               |                  |            |                |           |
| \$53.00  |          |               |                  |            |                |           |
| Pickup time: 3:45 PM Drop off time: 4:30 PM  |          | ~             |                  |            |                |           |
| <ul> <li>3:45 PM</li> <li>Estimated Drop Off: 4:30 PM</li> </ul>                     |          |               |                  |            | _              |           |
| <ul> <li>45 minutes later 4:30 PM</li> </ul>   |          |               |                  |            |                |           |
| Estimated Drop Off: 5:15 PM<br>1 hour 45 minutes later 5:30 PM                       |          |               |                  |            |                |           |
| Estimated Drop Off: 6:15 PM  |          |               |                  |            |                |           |
| <ul> <li>3 hours 15 minutes later 7:00 PM<br/>Estimated Drop Off: 7:45 PM</li> </ul> |          |               |                  |            |                |           |
| Price Information  |          | ~             |                  |            |                |           |
| Base Fare  |          | 3.00          |                  |            |                |           |
| Total for this portion of the trip   | 5        | 3.00          |                  |            |                |           |
| ,<br>Select  | 1        |               |                  |            |                |           |
|  |          |               |                  |            |                |           |



You're presented with a confirmation page. Please review it carefully. Provide your contact and payment information. Complete the remainder of the form and click on the Continue button.

| Reservation Name  | <b>~</b>  |
|---|---|
| First Name  | Last Name   |
|   |   |
| Cell Number<br>Please note: We do not make international                            | nhone calls   |
| If you do not have a US cell phone,   |   |
| please enter 555-555-5555 as a substitute   | number.   |
|   |   |
| Email Address   |   |
| (Confir   | mation sent here)   |
|   |   |
| Payment Information   | ~   |
|   |   |
| A credit card is required to make this reservat                                     | on  |
| A credit card is required to make this reservat<br>Total Fare 53.00<br>Payment Type | on  |
| Total Fare 53.00  | on  |
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| Total Fare 53.00<br>Payment Type<br>Credit Card 🔻                                   |   |
| Total Fare 53.00<br>Payment Type<br>Credit Card 🔻                                   | Expires: Month/Year   |
| Total Fare 53.00<br>Payment Type<br>Credit Card<br>Credit Card #                    | Expires: Month/Year<br>Month • Year •                             |
| Total Fare 53.00<br>Payment Type<br>Credit Card  Credit Card #<br>Name              | Expires: Month/Year<br>Month Vear Credit Card Verification Number |
| Total Fare 53.00<br>Payment Type<br>Credit Card  Credit Card #<br>Name              | Expires: Month/Year<br>Month Vear Credit Card Verification Number |

From here, complete registration as instructed by the system.