# A Guide to Manage Your Booking

Passengers can manage their bookings online using the 'Manage Booking' link on our homepage. This link will redirect you to our ITM Booking System where you can add travel to your pass ticket, change your travel date, point of origin or destination, and have your ticket emailed or printed.



#### **Register as a new user**

If you do not already have an online account to manage your booking, then you will need to register as a new user first and following the prompts.

Your username will need to be the same email address that has been recorded in your booking in order for your ticket to be matched to your account for display.

If you experience any issues with this at all, then please contact us by email <u>reservations@premierms.com.au</u> or phone 13 34 10 and one of our staff can register a login on your behalf.



### Log in using your email address and password

Once you have registered as a new user, log in with your email address and password.

		Register
<b>_og in.</b> Enter your cred	entials below.	
Email	trav.eller@premier	
Password	Log in	
Register as a new u	ser	
orgotten vour nass	word2	

### Manage your details and tickets

Once you have logged in, update your name, phone, address and password details as required.

Click Bookings to access a list of all your current bookings or click New Booking to purchase a new ticket.



## Add trips to your pass ticket

Click **Add Journey** to add trips to your bus pass ticket and follow the below steps.

	HIIII HI MY 78 4	•						Hello Trav Eller! Log off
Booking Back to Manage	gs •			Bookings can	be changed <b>6 times</b> at leas	t <b>6 hours</b> before departure.		
Booking	Pax	Journey	y Details		Pickup	Drop Off	Total	Receipt No.
3470250		Trav Ell	er		Buspass: 122		\$255.00	PMSSB3470250G8E00
					Expires: 31 days from f	irst travel		Add Journey
3470240		Trav Ell	er				\$385.00	PMSSB3470240G93F9
	1	SYD	BNE	PM12-DS	1/01/2025 6:45 PM	2/01/2025 11:20 AM	Cha	nge   Change Stops   Print   Email
	1	BNE	CNS	PM16	2/01/2025 2:00 PM	3/01/2025 7:30 PM	Cha	nge   Change Stops   Print   Email
Back to Manage	e							

Select your travel **Date**, **Pickup** and **Drop Off** locations, and then **Find Services** for available coaches.

Booking	AY 70 40	÷		Add Journe	РУ			×		Hello Trav Eller!	Log off	
Back to Manage	<b>J</b> 5			Add a journey to	o your Buspass with	n booking number 34	70250 using the f	orm below.				
Booking Pax Journey Detail				at the same stop the previous one ended. Receipt No.								
3470250		Trav El	ler	Date	1/01/2025				PMS	SB3470250G8E00		
				Pickup	Sydney Central		~		ŀ	Add Journey		
3470240		Trav El	ler	Покар	Syuncy Central				PMS	SB3470240G93F9		
	1	SYD	BNE	Drop Off	Byron Bay		~		nge   Cha	inge Stops   Print   Ema	il .	
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Back to Manage							Cancel	Find Services				
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Select the button next to the service listing to choose this coach service, and then click **Add Journey** to add the trip to your ticket and secure your seat.

Booking	AY 78 48			Add Journey ×						Hello Trav Eller!	Log off	
Back to Manage	<b>J</b> 3			Add a journey to	o your Buspass w							
Booking	Pax	Journe	y Details	Buspasses may only be used to book consecutive journeys. Your next journey must begin at the same stop the previous one ended.						Receipt No.		
3470250		Trav El	ler	Date	1/01/2025	PMSSB3470250G8E00						
				Pickup	Sydney Centr	ral 🗸			A	Add Journey		
3470240		Trav El	ler	·				PMSSB3470240G93F9				
	1	SYD	BNE	Drop Off	Byron Bay	~			nge   Cha	inge Stops   Print   Ema	ail	
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Back to Manage				• 6:45 PM		8:45 AM	PM12-DS					
© 2024 - ITM Pro	ojects Pty	/ Ltd. Rep	port any is				Cancel	dd Journey				

#### Change your stops, travel date or view ticket

Alter, print or email your ticket as required.

	(1111)111 (AY 73) 4	•						Hello Trav Eller! Log off
Bookin Back to Manag	gs e			Bookings can b	e changed <b>6 times</b> at least	6 hours before departure.		
Booking	Pax	Journey	y Details		Pickup	Drop Off	Total	Receipt No.
3470250		Trav Ell	ler		Buspass: 122		\$255.00	PMSSB3470250G8E00
					Expires: 31 days from fi	st travel		Add Journey
3470240		Trav Ell	ler				\$385.00	PMSSB3470240G93F9
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	1	BNE	CNS	PM16	2/01/2025 2:00 PM	3/01/2025 7:30 PM	Char	nge   Change Stops   Print   Email
Back to Manag	e							

If you have any further questions, or need any assistance at all, then please phone our reservations office on 13 34 10 or send us an email to reservations@premierms.com.au