

STEP BY STEP INSTRUCTIONS
FOR
CREDIT CARD RECEIPT LOOKUP ON THE WEB

1. Visit website www.executivecharge.com and click on the "Customers" link in the navigation menu.

2. Click on "Online billing"

3. Click on "General user login"

4. Click on "New User"

5. Please enter your ETG account number

(CLICK CONTINUE IF YOU DO NOT HAVE A SUB ACCOUNT)

6. Complete information on "Add User" page

(WHEN ENTERING CREDIT CARD NUMBER DO NOT USE SPACES OR DASHES)

7. After submitting this page check your email for the system generated password. Passwords are case sensitive and can be changed for your convenience

8. Once you receive your password return to ETG website and repeat steps 2 & 3. You will now be able to login with the user name and password.

9. Following menu will appear:

a. Run Reports:

This option will let you obtain and print receipts within a specified date range that you have entered. We recommend using the "date" of trip.

b. Set Company Requirement Values:

This option will allow you to add or change credit card information.

c. Manage Profile:

Option will allow you to change your password

Please direct all inquiries to customer service @ 718-438-1100 x3719