

BHP Employee Portal

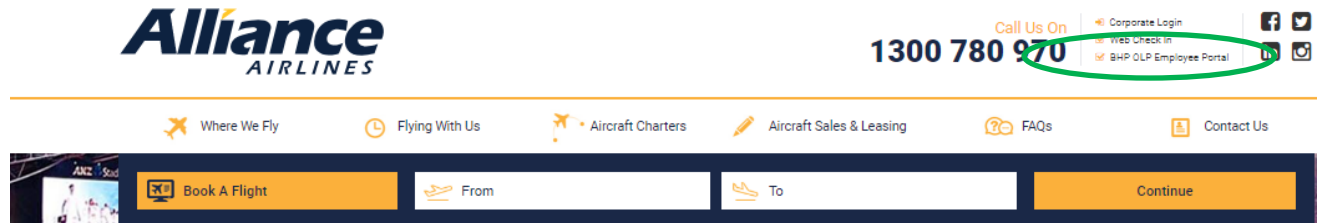


BHP Employee Portal

All BHP employees and contractors wishing to access the portal must first have their email address registered in order to create an account.

To then create your account, proceed to the BHP Employee Portal and follow the instructions below using the email address that your flights are booked against.

The portal can be accessed at www.allianceairlines.com.au

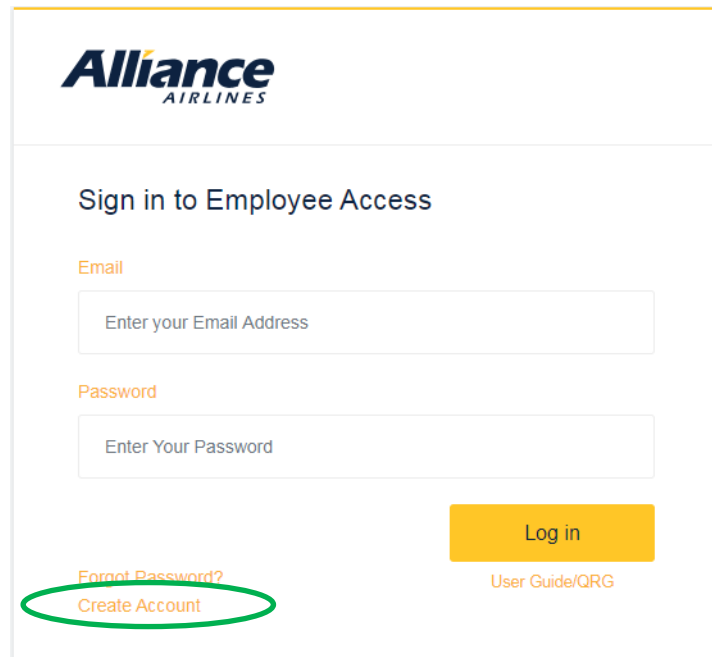


*An inability to create an account indicates that the email address has not been registered for use.
Please contact your BHP Travel Administrator for assistance.*

The image shows the 'Sign in to Employee Access' page on the Alliance Airlines website. It features the Alliance Airlines logo at the top. Below the logo is the heading 'Sign in to Employee Access'. There are two input fields: one for 'Email' with the placeholder text 'Enter your Email Address', and one for 'Password' with the placeholder text 'Enter Your Password'. A yellow 'Log in' button is positioned to the right of the password field. At the bottom left, there are links for 'Forgot Password?' and 'Create Account'. At the bottom right, there is a link for 'User Guide/QRG'.

Creating your Account and Signing In

First time users must begin by clicking “Create Account”.



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Sign in to Employee Access

Email

Password

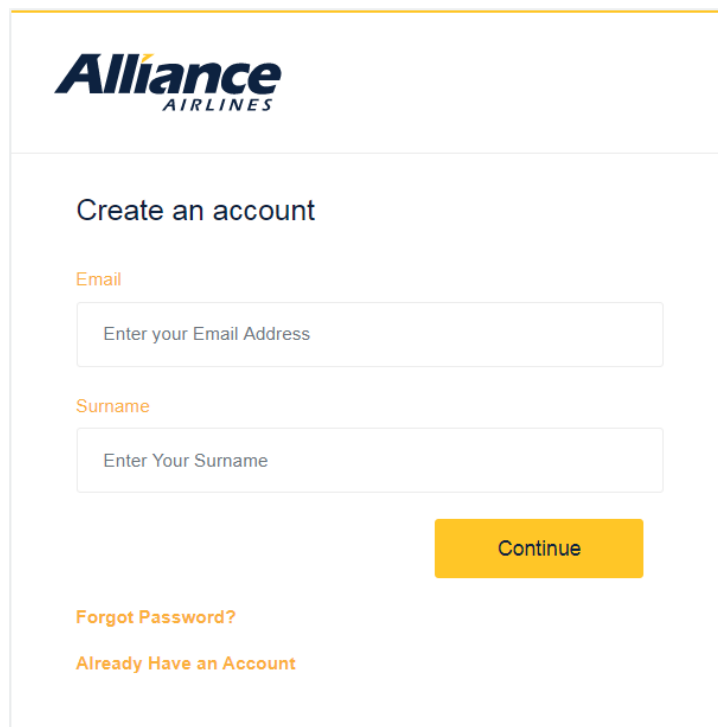
[Log in](#)

[User Guide/QRG](#)

[Forgot Password?](#)

[Create Account](#)

On the “Create an account” page enter your assigned email address and Surname, click “Continue” and a temporary password will be emailed to you.



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Create an account

Email

Surname

[Continue](#)

[Forgot Password?](#)

[Already Have an Account](#)

Sign in using your temporary password.

PLEASE NOTE: The temporary password emailed to you must be typed in - not Copied and Pasted.



Please login with the temporary password sent to your registered email. If you haven't received it in your inbox, please check your junk/spam email folder settings.

Sign in to Employee Access

Email

Password

Log in

[Forgot Password?](#)

[Create Account](#)

Re-enter your temporary password and create a new password for future use.



Reset your password

Old Password

Password

Confirm password

Submit

Upon completing the password reset, you will be directed to the My Bookings page. The My Bookings page shows all bookings made under your name that contain your email address as a contact.



[Logout](#)

> My Bookings

DATE	FLIGHT	ROUTE	DEPARTURE	ARRIVAL	STATUS	BOOKING
Thursday, 14 Jun 2018	QQ3206	Adelaide to Olympic Dam	7:00 AM	8:30 AM	Confirmed	583922
Wednesday, 20 Jun 2018	QQ3200	Adelaide to Olympic Dam	6:00 AM	7:30 AM	Confirmed	583923
Wednesday, 20 Jun 2018	QQ3243	Olympic Dam to Adelaide	9:00 AM	10:30 AM	Confirmed	
Saturday, 23 Jun 2018	QQ3207	Olympic Dam to Adelaide	9:00 AM	10:30 AM	Confirmed	583921

For each flight shown you can:

- Cancel the booking
- Resend the eticket to your email address
- Proceed to Web Check-In

Clicking on the booking reference on the right hand side will access that particular booking (which may contain more than one flight). Make your selection from the buttons below the flight/s.



[Logout](#)

> Current Flight

Booking Reference [583921](#)

DATE	FLIGHT	ROUTE	DEPARTURE	ARRIVAL	STATUS
Friday, 22 Jun 2018	QQ3215	Olympic Dam to Adelaide	5:00 PM	6:30 PM	Waitlisted
Saturday, 23 Jun 2018	QQ3207	Olympic Dam to Adelaide	9:00 AM	10:30 AM	Confirmed

[Go Back](#)

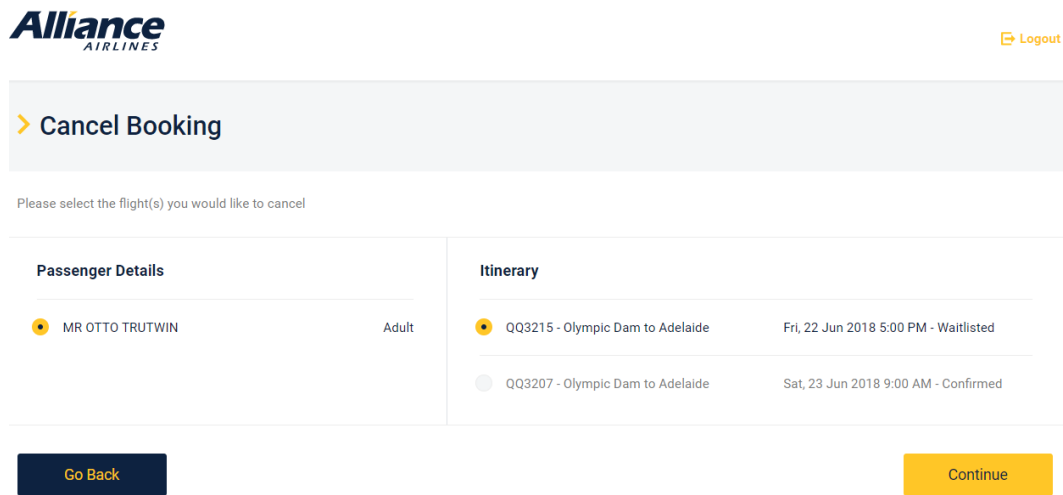
[Resend E-Ticket](#)

[Web Check-In](#)

[Cancel Bookings](#)

Canceling a Booking

When the selection is made to cancel a booking, you will be shown the flight/s contained within that booking. Select the flight/s you wish to cancel and click "Continue".



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Logout

> Cancel Booking

Please select the flight(s) you would like to cancel

Passenger Details	Itinerary
<input checked="" type="radio"/> MR OTTO TRUTWIN Adult	<input checked="" type="radio"/> QQ3215 - Olympic Dam to Adelaide Fri, 22 Jun 2018 5:00 PM - Waitlisted
	<input type="radio"/> QQ3207 - Olympic Dam to Adelaide Sat, 23 Jun 2018 9:00 AM - Confirmed

Go Back Continue

You will be shown the details of the flight/s you are cancelling and be asked to confirm that you wish to proceed with the cancellation.



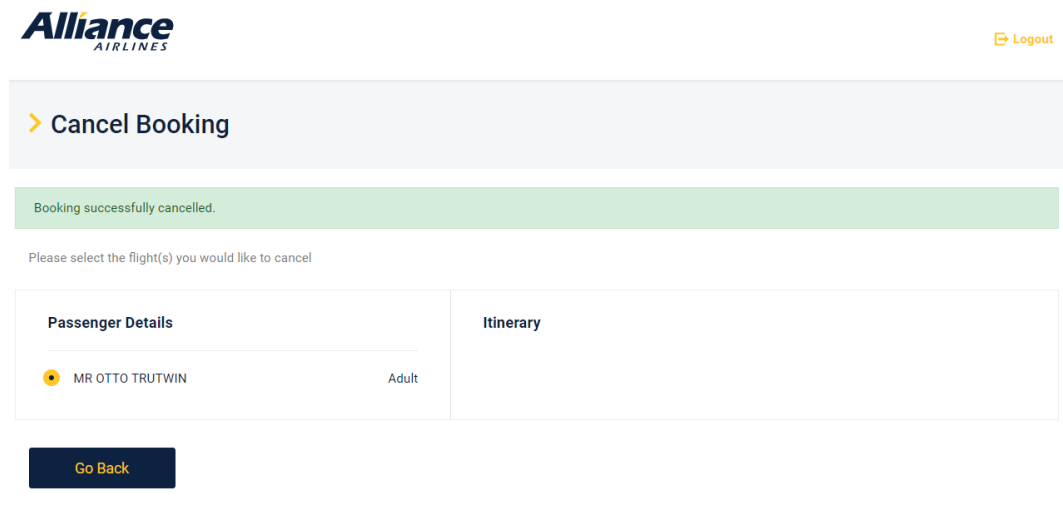
Are you sure you would like to cancel?

Passengers:
MR OTTO TRUTWIN

Flights:
QQ3215 Olympic Dam-Adelaide 22 Jun 2018 5:00 PM 6:30 PM Waitlisted

No Yes

Clicking "No" will take you back to the previous screen. Clicking "Yes" will cancel the booking. Please wait until you receive the "Booking successfully cancelled" message. Click "Go Back" to return to the "My Bookings" page, or click "Logout" to exit.



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Logout

> Cancel Booking

Booking successfully cancelled.

Please select the flight(s) you would like to cancel

Passenger Details	Itinerary
<input checked="" type="radio"/> MR OTTO TRUTWIN Adult	

Go Back

Resending E-ticket

Selecting the “Resend E-ticket” button from the Current Flight page will email the E-ticket to your registered email address.



[Logout](#)

> Current Flight

Booking Reference **583921**

Eticket has been resent successfully

DATE	FLIGHT	ROUTE	DEPARTURE	ARRIVAL	STATUS
Saturday, 23 Jun 2018	QQ3207	Olympic Dam to Adelaide	9:00 AM	10:30 AM	Confirmed

[Go Back](#)

[Resend E-Ticket](#)

[Web Check-In](#)

[Cancel Bookings](#)

Web Check

Clicking the “Web Check-In” button will redirect you to the Alliance Airlines web check-in page for the flight/s that you have selected. If your flight is opened for web-check you may then continue checking in (flights are opened for web-check by 1700 the day prior to departure).