

How to Print and Save WDW Confirmations

The following is for Internet Explorer Users, the process is very similar in Chrome.

Go to DTA and retrieve your reservation. Once the Reservations Pulls up, look for the print section in the upper right corner of the page:

The screenshot shows the Walt Disney World secure reservations page. The URL is https://secure.reservations.disney.go.com/ibcwdw/en_US/_framework/components/processEngine. The page displays a confirmation number: **Confirmation Number: 8YR88692 (booked October 3, 2014)**. In the upper right corner, there are two buttons: **Print** and **Print Client Copy**, with a blue arrow pointing to them. The page also includes sections for Directions, Guest Information, Price & Payment, and a Continue button.

Directions

From Orlando International Airport
Exit Orlando International Airport south.
Continue on Florida State Road 417
South. Exit at Osceola Parkway West
(Exit 3) to Walt Disney World exits.
Follow signs to your Disney Resort
hotel.
View Google Map

From Interstate 4 (I-4)
Take Exit 64 to Walt Disney World
Resort. Follow signs to your Disney
Resort hotel.
View Google Map

Southbound on Florida Turnpike,
State Road 91
Exit Florida State Road 429,
Southbound Western Expressway.
Take Exit 8 to Walt Disney World
Resort. Follow signs to your Disney
Resort hotel.
View Google Map

Northbound on Florida Turnpike,
State Road 91
Exit Osceola Parkway West. Continue
west to Walt Disney World Resort.
Follow signs to your Disney Resort
hotel.
View Google Map

**Confirmation Number: 8YR88692
(booked October 3, 2014)**

Print
Print Client Copy

**Disney's Grand Floridian
Resort and Spa**

Check In: June 23, 2015
Check Out: June 28, 2015

Number of Adults: 2
Number of Children: 2 (age: 10, 10)

**Package: Magic Your Way Package Plus
Dining**

Tickets: 3-Day Magic Your Way Ticket
with Park Hopper®

Memory Maker: Not included
Flight Transportation: Not included
Ground Transportation: Included
Travel Insurance: Selected
Package Includes: 2015 Package
Inclusions

Continue

Guest Information

Guest Names
Mrs. NICOLE OSTROWSKYFABISCH Mr. GERALD FABISCH
Mstr. LIAM FABISCH (age 10) Miss MIRANDA FABISCH (age 10)

Price & Payment

Vacation Package: \$6,728.80
Insurance: \$151.90
Grand Total: \$6,880.70
Deposit (USD) Paid: \$200.00 (Last payment made on October 05, 2014
with MasterCard®)

Balance (USD) Due: \$6,680.70 due May 09, 2015 Pay Balance Now

Select Print and another window with your confirmation and a popup for the print options will appear:

The screenshot shows the same reservation confirmation page as above, but with a **Print** dialog box open. The dialog box has a **General** tab selected. It shows the following options:

- Select Printer:** HP ePrint, HP Deskjet 1000 J110 series, HP Deskjet 6980 series, HP157E1B (HP Officejet I), Lexmark Pro700 Series
- Status:** Ready
- Page Range:** All (selected), Selection, Current Page, Pages: 1
- Number of copies:** 1
- Collate:** checked

The dialog box also has **Print**, **Cancel**, and **Apply** buttons. The background page shows the same confirmation details as the previous screenshot.

Find your PDF maker or Adobe in the list of Printers and apply to print. Another pop-up window will appear, select where you want to save and what name to save it as and Save. This now can be used for your files. For your clients, repeat the process, but select Print Client Copy first.

The screenshot shows a web browser window displaying a confirmation page for a Disney World reservation. The page includes a header with the Disney logo and travel agent information. A large blue arrow points to the 'Print Client Copy' button in the top right corner. The main content area is divided into several sections: 'Directions' on the left, 'Confirmation Number: 8YR88692 (booked October 3, 2014)' in the top center, and a central box containing details about the resort, package, and tickets. Below this are sections for 'Guest Information' and 'Price & Payment'. The bottom of the page shows a taskbar with various application icons and a system tray with the date and time.

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https://secure.reservations.disney.go.com/ibcww/en_US/_framework/components/processEngine

IATA #: 50431625
Travel Agent: Erin Marsh
Travel Agency: Cruising Co Etc
Address: 15127 Main St E Unit 104
Summer, WA 98390-2689
Go to: disneytravelagents.com

Directions

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South. Exit at Osceola Parkway West
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hotel.
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From Interstate 4 (I-4)
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Resort. Follow signs to your Disney
Resort hotel.
View Google Map

Southbound on Florida Turnpike,
State Road 91
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Southbound Western Expressway.
Take Exit 8 to Walt Disney World
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Northbound on Florida Turnpike,
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west to Walt Disney World Resort.
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