

## **Southwest Airlines travel website for ticket purchases.**

Advantages of the program:

1. Same Southwest Airlines pricing and screens as you have used to booked tickets in the past.
  - a. You can purchase Southwest Airlines internet fares.
2. Your current Rapid Rewards number can be used. If you don't have a Rapid Rewards number, one will be issued to you at the time of self registration.
3. Airline tickets can be charged to a University Preferred Vendor credit card. You may add a personal credit card number for personal use.
  - a. You do not have to charge your personal credit card and then get reimbursed after the travel is completed.
  - b. All tickets charged to the University Preferred Vendor Card and will be billed to your departments Cost Object internally (this information is required to complete a website booking).
4. You do not have to contact the Travel Agency – Travel & Transport.
  - a. **No Airfare Situation Report** needs to be completed.
5. You will only be charged the Southwest Airlines ticket price. There are **no additional fees** charged from the University or Travel Agency (no \$10 or \$22 transaction fee).

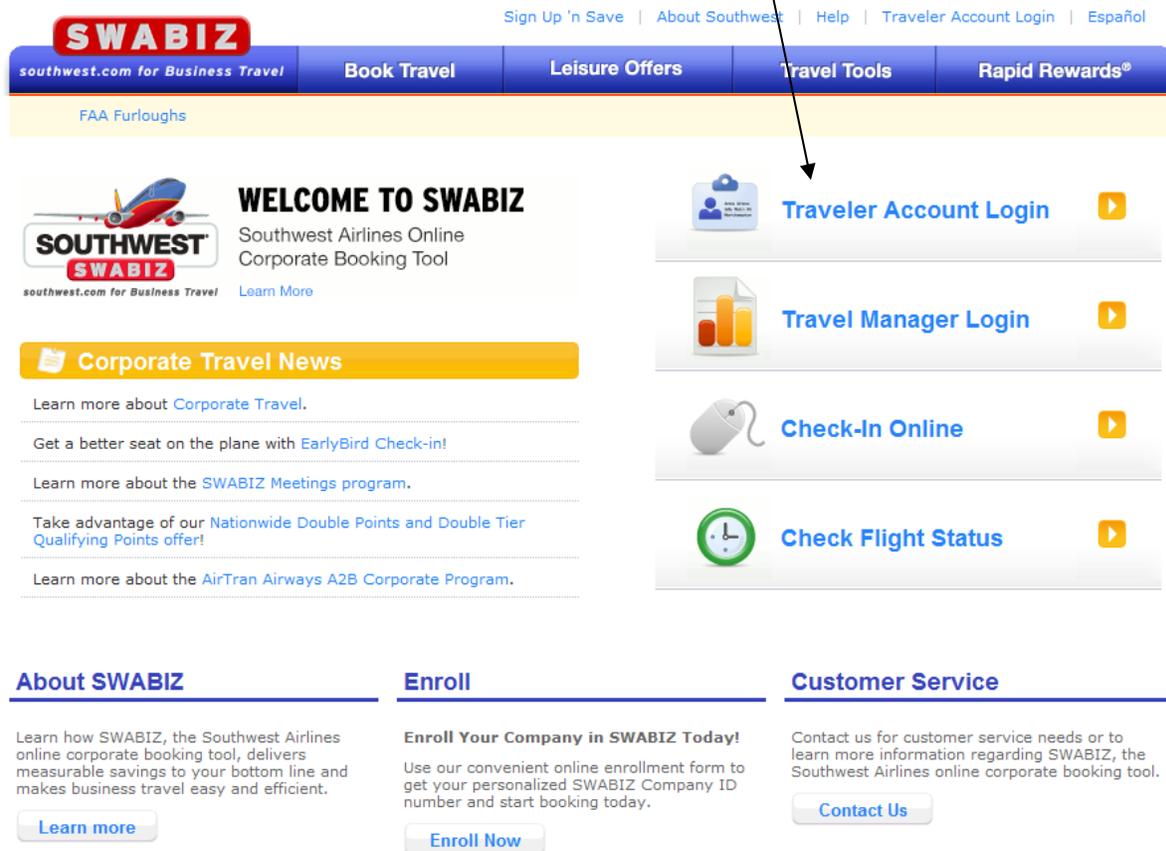
If you have any questions regarding creating a Southwest Airlines account, contact Jim Vogel in University Services at 402-472-3330 or [jvogel1@unl.edu](mailto:jvogel1@unl.edu).

## **The following include 3 instructions for access to the Southwest Airlines website:**

- **Instructions for Employees without a Southwest Airlines Rapid Rewards number:**
- **Instructions for Employees with a current Southwest Airlines' Rapid Rewards number:**
- **Instructions for Employees Returning after completing the above steps to login to the Southwest Airlines:**

# Instructions for Employees without a Southwest Airlines Rapid Rewards number:

1. Go to the Southwest Airlines website: <http://www.swabiz.com>
2. In the Quick Links box, click on Traveler Account Login



The screenshot shows the SWABIZ website interface. At the top, there is a navigation bar with the SWABIZ logo and links for 'Sign Up 'n Save', 'About Southwest', 'Help', 'Traveler Account Login', and 'Español'. Below this is a secondary navigation bar with 'Book Travel', 'Leisure Offers', 'Travel Tools', and 'Rapid Rewards®'. A yellow banner for 'FAA Furloughs' is visible. The main content area features a 'WELCOME TO SWABIZ' section with the Southwest Airlines logo and a 'Traveler Account Login' button highlighted by a black arrow. Other buttons include 'Travel Manager Login', 'Check-In Online', and 'Check Flight Status'. Below the main content are three columns: 'About SWABIZ', 'Enroll', and 'Customer Service', each with a 'Learn more' or 'Enroll Now' button.

**SWABIZ**  
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Sign Up 'n Save | About Southwest | Help | Traveler Account Login | Español

Book Travel | Leisure Offers | Travel Tools | Rapid Rewards®

FAA Furloughs

**WELCOME TO SWABIZ**  
Southwest Airlines Online Corporate Booking Tool  
[Learn More](#)

**Traveler Account Login**

**Travel Manager Login**

**Check-In Online**

**Check Flight Status**

**About SWABIZ**  
Learn how SWABIZ, the Southwest Airlines online corporate booking tool, delivers measurable savings to your bottom line and makes business travel easy and efficient.  
[Learn more](#)

**Enroll**  
**Enroll Your Company in SWABIZ Today!**  
Use our convenient online enrollment form to get your personalized SWABIZ Company ID number and start booking today.  
[Enroll Now](#)

**Customer Service**  
Contact us for customer service needs or to learn more information regarding SWABIZ, the Southwest Airlines online corporate booking tool.  
[Contact Us](#)

3. From the Traveler Account Login screen
  - a. Go down to Create a MySouthwest Account
  - b. Click on “Create an Account and enroll in Rapid Rewards”

Company Travel Reservation - Windows Internet Explorer

http://www.swabiz.com/flight/swabiz-login

File Edit View Favorites Tools Help

Company Travel Reservation

Home | Sign Up 'n Save | About Southwest | Help | Traveler Account Login

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**SOUTHWEST SWABIZ**

### Traveler Accounts

If you are a Rapid Rewards Member, you already have an account number. To access your account and update your travel preferences, login to the right. If you do not have your Company ID number, please contact your Company Travel Manager.

#### Convenient Features just for you.

- View travel itineraries
- Quick reservations based on travel preferences and stored trips
- Store credit card preferences for added convenience
- View your Rapid Rewards account activity and Awards
- Verify/change your account information
- Change your password
- Request past flight credit for your Rapid Rewards Account

### Traveler Account Login

Company ID

Username or Account Number  
  
You may omit leading zeroes

Password  
  
[Forgot Username or Password?](#)

Remember me on this computer

**Submit**

[Important Login Information](#)  
[Create a MySouthwest Account](#)

Internet 100%

start | 4 Internet Explorer | James W Vogel - C... | Instant Messaging... | Travel | Southwest Airlines... | Document1 - Micro... | 8:28 AM

4. From the Rapid Rewards Online Enrollment screen complete the following.
- a. Enter Company ID – 99846902
  - b. Enter E-mail, Username & Password

 **Tell Us About Your Company** \*Required

\*Company ID

If you do not know your Company ID number, please contact your Company Travel Manager.

 **Enter E-mail, Username & Password** \*Required

\*E-mail

\*Confirm E-mail

Would you like to receive?  **CLICK 'N SAVE** [View Sample](#)  
Weekly e-mails containing our latest deals on flights and more.

**In a NUTSHELL** [View Sample](#)  
Monthly e-mails with Southwest promotions & news, including new city announcements.

\*Username  [Check Availability](#)

\*Password  Your password must be 6 to 16 characters.

\*Re-enter Password

\*Security Question 1

\*Answer

\*Security Question 2

\*Answer

## 5. Update your personal information – Name, Address, Phone Number



### Tell Us About Yourself \*Required

**\*First Name**

**Middle Name**

**\*Last Name**

**Suffix**

**Preferred First Name**

Your first, middle and last name will be used when you make air reservations and therefore, must match your name as it appears on your government-issued photo identification

An alternate first name can be provided for Member communication. However, this name will not be used on your travel documents.

**\*Date of Birth**  /  /

**\*Gender**

**Last 4 of Social Security Number**

**\*Country**

**\*Street Address**

**\*City**

**\*State**

**\*ZIP/Postal Code**

**Address Type**  Home  Business  Other

**Phone Type**  Home  Business  Mobile  Other

**\*Phone Number**  Ex. 555 123 4567

6. Enter Billing Information

a. Update Internal Reference Number (IRN) information

i. Enter Billing Information

1. Enter at least one or all three “Other IRN” (10 or 13 Digit Cost Objects to bill ledgers) (no slashed or dashes in number)
2. Enter Description(s) and select one as a default

**Enter Billing Information (optional)**

Internal Reference Number (IRN)

Other IRN (not listed above)<sup>1</sup>  Description

Primary

<sup>1</sup> Up to 30 characters. Letters and numbers only. Please omit punctuation, special characters, and spaces. An internal reference number is a unique number used for your company's internal reporting purposes. This number may be a cost center, billing number, etc.

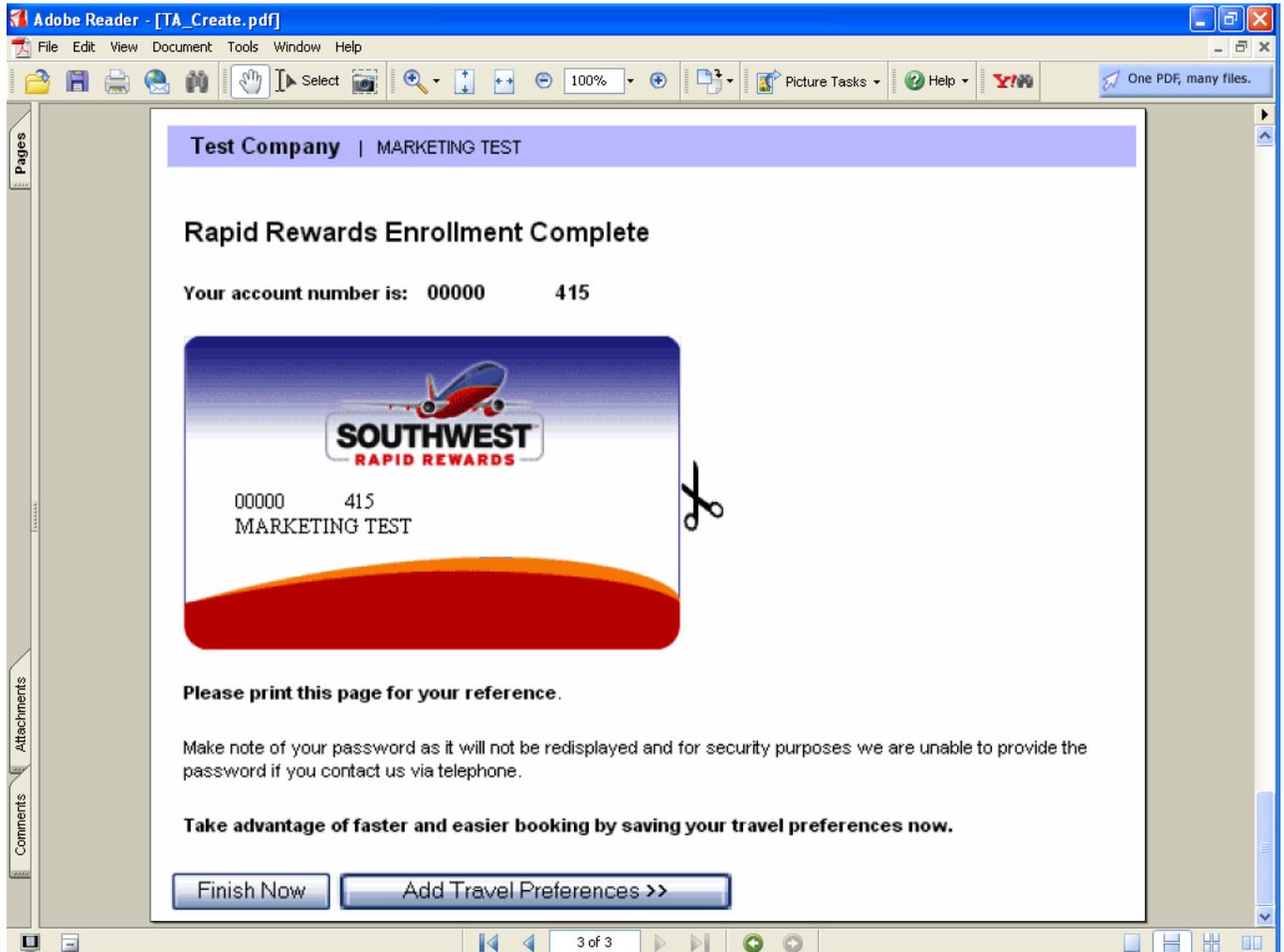
**Create my account**

[Continue](#)

† Opt in to receive The Report and Email Update and stay subscribed for at least three months, and 500 Bonus Points will be deposited automatically into your account.

b. Click on the “Create my account” button to continue

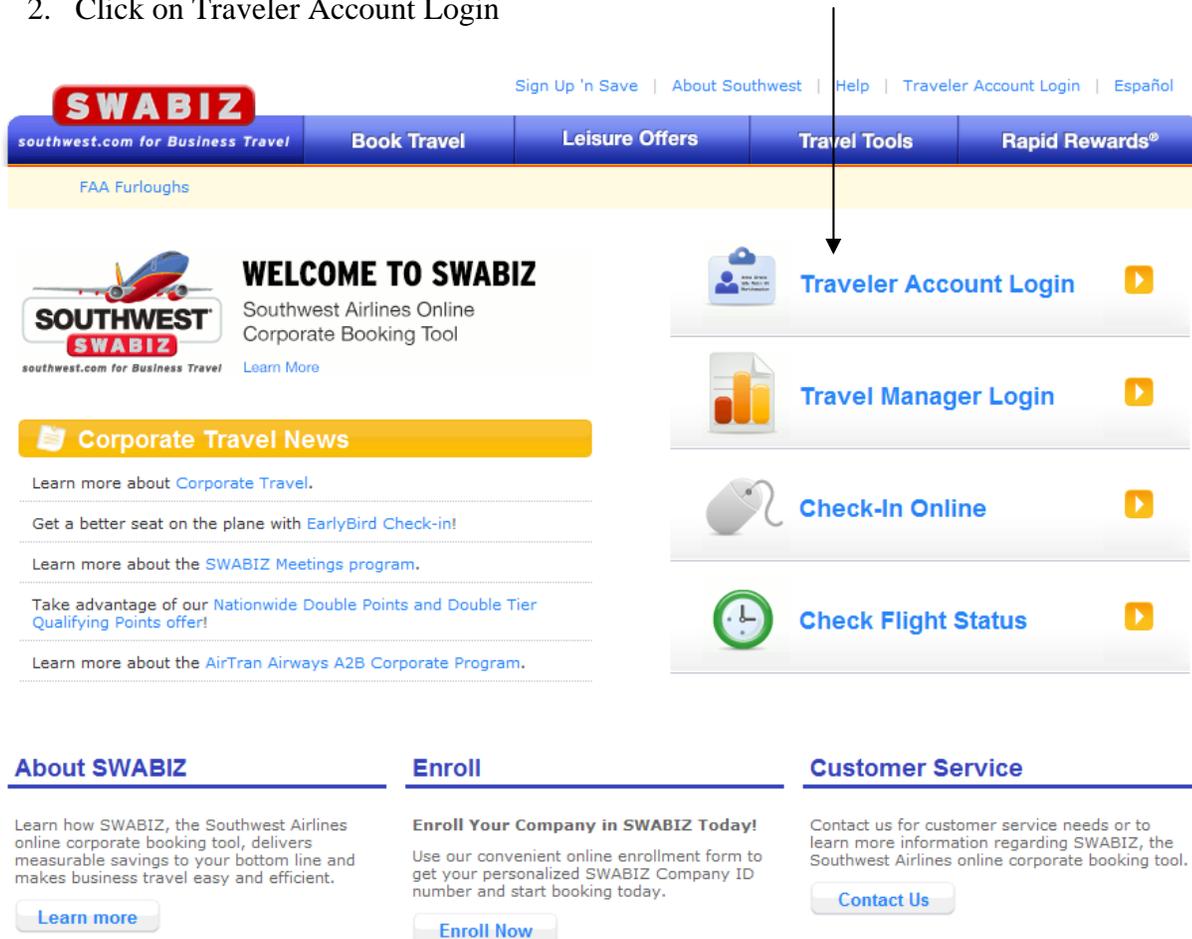
7. Complete Your Rapid Rewards Enrollment
  - a. Print the screen and keep your number



8. You may Click on “Finish Now” or “Add Travel Preferences” buttons
9. After the above steps are completed, send an email to [jvogel1@unl.edu](mailto:jvogel1@unl.edu) stating that you have created your University of Nebraska Southwest Airlines account.
  - a. You will be given access to the University’s Preferred Vendor credit card and an email reply will be sent.
10. At that point you can purchase Southwest Airline tickets using the University Preferred Vendor credit card or if the travel is personal, then you would charge your Personal credit card.

# Instructions for Employees with a current Southwest Airlines' Rapid Rewards number:

1. Go to the Southwest Airlines website: <http://www.swabiz.com>
2. Click on Traveler Account Login



The screenshot shows the SWABIZ website interface. At the top, there is a navigation bar with the SWABIZ logo and links for 'Sign Up 'n Save', 'About Southwest', 'Help', 'Traveler Account Login', and 'Español'. Below this is a secondary navigation bar with 'Book Travel', 'Leisure Offers', 'Travel Tools', and 'Rapid Rewards®'. A yellow banner for 'FAA Furloughs' is visible. The main content area is divided into two columns. The left column features a 'WELCOME TO SWABIZ' section with the Southwest Airlines logo and text: 'Southwest Airlines Online Corporate Booking Tool' and a 'Learn More' link. Below this is a 'Corporate Travel News' section with several news items, each with a 'Learn More' link. The right column contains a vertical list of service buttons: 'Traveler Account Login', 'Travel Manager Login', 'Check-In Online', and 'Check Flight Status'. An arrow points from the second step of the instructions to the 'Traveler Account Login' button. At the bottom of the page, there are three sections: 'About SWABIZ', 'Enroll', and 'Customer Service', each with a brief description and a 'Learn more', 'Enroll Now', or 'Contact Us' button.

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Sign Up 'n Save | About Southwest | Help | Traveler Account Login | Español

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FAA Furloughs

**WELCOME TO SWABIZ**  
Southwest Airlines Online Corporate Booking Tool  
[Learn More](#)

**Corporate Travel News**

Learn more about [Corporate Travel](#).

Get a better seat on the plane with [EarlyBird Check-in!](#)

Learn more about the [SWABIZ Meetings program](#).

Take advantage of our [Nationwide Double Points and Double Tier Qualifying Points offer!](#)

Learn more about the [AirTran Airways A2B Corporate Program](#).

**Traveler Account Login**

**Travel Manager Login**

**Check-In Online**

**Check Flight Status**

**About SWABIZ**

Learn how SWABIZ, the Southwest Airlines online corporate booking tool, delivers measurable savings to your bottom line and makes business travel easy and efficient.

[Learn more](#)

**Enroll**

**Enroll Your Company in SWABIZ Today!**

Use our convenient online enrollment form to get your personalized SWABIZ Company ID number and start booking today.

[Enroll Now](#)

**Customer Service**

Contact us for customer service needs or to learn more information regarding SWABIZ, the Southwest Airlines online corporate booking tool.

[Contact Us](#)

3. From the Traveler Account Login screen
  - a. Enter the Company ID – 99846902 –This is the University of Nebraska company ID number (you will need this number each time you login)
  - b. Enter your current Rapid Rewards Account number
  - c. Enter your password
  - d. Click the Submit button

The screenshot shows the Southwest SWABIZ website's Traveler Account Login page. At the top is a blue navigation bar with the SWABIZ logo and links for Book Travel, Leisure Offers, Travel Tools, and Rapid Rewards®. Below the navigation bar is the Southwest SWABIZ logo and the heading "Traveler Accounts". A paragraph explains that Rapid Rewards members can login to update preferences, while others should contact their Company Travel Manager. A list of "Convenient Features just for you." includes viewing itineraries, quick reservations, storing credit card preferences, viewing account activity, verifying information, changing passwords, and requesting flight credit. On the right is the "Traveler Account Login" form with fields for Company ID, Account Number or Username, and Password (Case Sensitive). There is a "Remember me on this computer" checkbox and a "Submit" button. Below the form are links for "Important Login Information" and "Create an Account". At the bottom of the page are navigation links, a copyright notice for 2013 Southwest Airlines Co., and a link to the Privacy Policy.

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**Book Travel** | **Leisure Offers** | **Travel Tools** | **Rapid Rewards®**

**SOUTHWEST**  
**SWABIZ**

### Traveler Accounts

If you are a Rapid Rewards Member, you already have an account number. To access your account and update your travel preferences, login to the right. If you do not have your Company ID number, please contact your Company Travel Manager.

#### Convenient Features just for you.

- View travel itineraries
- Quick reservations based on travel preferences and stored trips
- Store credit card preferences for added convenience
- View your Rapid Rewards account activity and Awards
- Verify/change your account information
- Change your password
- Request past flight credit for your Rapid Rewards Account

### Traveler Account Login

Company ID

Account Number or Username  
  
You may omit leading zeroes

Password (Case Sensitive)  
  
[Need help logging in?](#)

Remember me on this computer

**Submit**

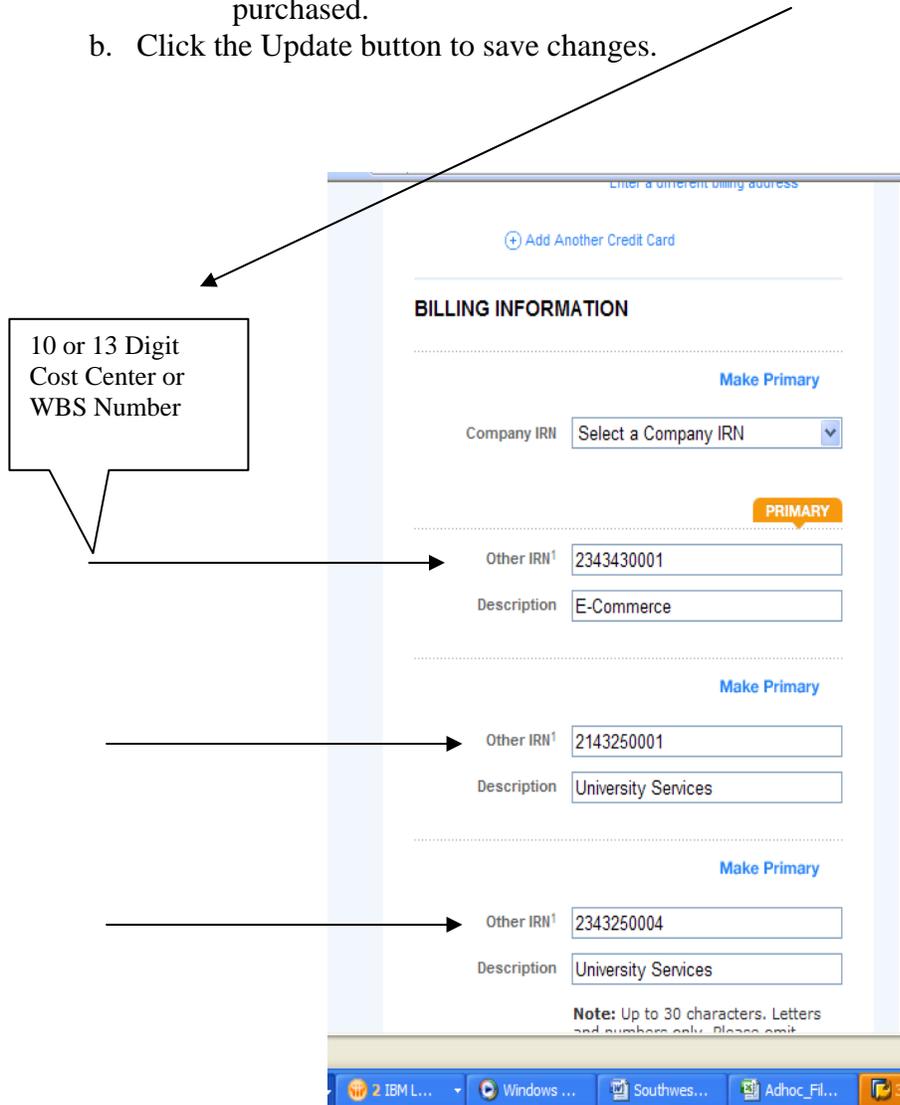
[Important Login Information](#)  
[Create an Account](#)

Home | Reservations | Leisure Offers | Shuttle Services | Travel Tools | Rapid Rewards  
Schedules | Flight Status | Travel Managers | E-mail Updates  
About Southwest | Where We Fly | Press Room | Site Map

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4. Click on “My Preferences”
  - a. Update the “Payment Information”
    - i. Under “Billing Information” you can add/edit (Other IRN) 3 Cost Objects and Descriptions and set one as “Primary”. These are the Cost Objects you want the cost of the ticket to be charged to. You will need to pick one for each ticket purchased.
  - b. Click the Update button to save changes.



5. Also under My Preferences you can update
  - a. Contact Information – email address, mailing address
  - b. Communication Preferences
  - c. Payment Information – add personal credit card
  - d. Frequent Trips
  - e. Travel Preferences
  - f. Travel Guide Profile

# Instructions for Employees Returning after completing the above steps to login to the Southwest Airlines:

1. Go to the Southwest Airlines website: <http://www.swabiz.com>
2. Click on Traveler Account Login
3. From the Traveler Account Login screen
  - a. Enter Company ID – 99846902
  - b. Enter your Rapid Rewards “Account Number
  - c. ”Enter your “Password”

The screenshot shows the SWABIZ website interface. At the top is a blue navigation bar with the SWABIZ logo and links for Book Travel, Leisure Offers, Travel Tools, and Rapid Rewards®. Below the navigation bar is the Southwest Airlines logo and the SWABIZ logo. The main content area is titled "Traveler Accounts" and includes a paragraph explaining that Rapid Rewards members can access their accounts. Below this is a section titled "Convenient Features just for you." with a list of features. On the right side, there is a "Traveler Account Login" form with three input fields: "Company ID", "Account Number or Username", and "Password (Case Sensitive)". There is also a "Remember me on this computer" checkbox and a "Submit" button. Below the form are links for "Important Login Information" and "Create an Account". At the bottom of the page, there is a footer with navigation links and copyright information.

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**SOUTHWEST**  
**SWABIZ**

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## Traveler Account Login

Company ID

Account Number or Username  
  
You may omit leading zeroes

Password (Case Sensitive)  
  
[Need help logging in?](#)

Remember me on this computer

**Submit**

[Important Login Information](#)  
[Create an Account](#)

Home | Reservations | Leisure Offers | Shuttle Services | Travel Tools | Rapid Rewards  
Schedules | Flight Status | Travel Managers | E-mail Updates  
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