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.

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](http://www.swabiz.com)
2. In the Quick Links box, click on Traveler Account Login
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”
4. From the Rapid Rewards Online Enrollment screen complete the following.
   a. Enter Company ID – 99846902
   b. Enter E-mail, Username & Password
5. Update your personal information – Name, Address, Phone Number
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

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 ivogel1@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
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
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”