SWABIZ for Connexxus
Program Overview

Fall 2009
SWABIZ for Connexxus Overview

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SWABIZ for Connexxus Benefits

- Access to Southwest’s booking inventory including ‘Wanna Get Away’ web only fares.
- No booking fee.
- Can reserve a rental car at UC’s negotiated rate with insurance coverage directly through SWABIZ for Connexxus.
- Earn double Rapid Reward credits.
- Earn additional Rapid Reward credit per one-way trip from Southwest’s Fall promotion (expires 10/31/09).
Tips for using SWABIZ for Connexxus

• You must login to Connexxus portal to access UC SWABIZ benefits. Select Book SWABIZ, Southwest’s On-line Business Program located at home page.

• The Connexxus traveler profile is not tied to UC’s SWABIZ site.
  – Travel profiles updated in Connexxus will not be sent to Southwest/SWABIZ.
  – Travel profile information for Southwest/SWABIZ must be updated through traveler Rapid Rewards account.

• Enter your Rapid Rewards account number and password when booking through SWABIZ in order to benefit from UC’s Rapid Rewards double credit program.
  – To earn UC exclusive double Rapid Reward credit must be booked through SWABIZ located at Connexxus portal.
    • Rapid Rewards account number must be added at time of reservation to be eligible for double credits.
  – Rapid Rewards number must be added at time of reservation.
  – If you have a Rapid Reward account but don’t remember the number, please call (800) 445-5764 for Rapid Rewards Customer Service.
  – If you have a Rapid Rewards account but can’t remember the password go to Traveler Account Login link located at top right of UC’s SWABIZ home page to reset or request new password (know your Rapid Rewards number to complete the action).
  – To apply Rapid Rewards account information to your booking, follow the steps on slides 4-6.
  – Rapid Rewards account number must be added at time of reservation to be eligible for double credits.
Tips for using SWABIZ for CONNEXXUS

• For help with a Southwest reservation through the SWABIZ link in Connexxus, call Southwest at 1-800-435-9792.

• Connexxus agencies and online sources: BCD/Cliqbook, Orbitz, and UC Travel Center/GetThere do not have access to SWABIZ reservations.

• Register out-of-state trips for business traveler accident insurance with UC Risk Management https://www.uctrips-insurance.org/servlet/guest?service=0&formId=2
  – Unlike Connexxus travel management companies, SWABIZ will not send travel information to Worldcue/iJet.

• Earn extra Rapid Reward credit per one-way trip based on Fall promotion
  – In effect through October 31, 2009.
  – Those with existing Rapid Rewards account must register prior to 10/31/09 expiration date.
  – Newly enrolled Rapid Rewards members are automatically registered between October 2-31.
  – **Other terms and conditions apply.** For more information and to register go to http://luv.southwest.com/servlet/website/ResponseForm?IPHpkEuHmphgPpKL_eHgKpgnwHnL_90f
Rapid Rewards Enrollment

• Travelers will be taken to the UC’s SWABIZ account. Select Rapid Rewards at top right of SWABIZ home page.

• First time users enroll in Rapid Rewards program.

• For those who have a Rapid Rewards account register for Fall double credit promotion. Travelers must know their Rapid Rewards number in order to register for Fall double credit promotion.
Rapid Rewards Enrollment and Fall Double Credit Promo

- First time enrollment select Enroll Now! Link. Registration will also include enrollment into Southwest Double Credit Promo. Note UC's Account number (Company ID) is 99723724.
- For those who have a Rapid Rewards account number select Earn Double Rapid Rewards Credit to enroll in Double Credit Promo.
- Once registration has been completed select Book Travel tab located at top left of enrollment and registration page to begin reservation process.

Travelers who do not have a Rapid Rewards account select Enroll Now link to access registration page. Under Company ID add UC's account number 99723724. Once enrollment has been completed you will automatically be registered for Southwest's Fall Double Credit promo.

Travelers with Rapid Reward accounts who have not registered for Southwest's Fall Double Credit promo access this link to register.
Step 1: Begin the air reservation process.
Step 2: Select desired flights.
Step 3: Confirm selected flights and proceed to Purchase page.
Step 4: At purchase page, to have Rapid Rewards account profile information populate into reservation, travelers must select “Traveler Account Login” link in upper right corner first.
Step 5: SWABIZ Traveler Account Login

• Company ID: UC’s SWABIZ account number will be pre-populated in the Company ID field.
• Enter Rapid Rewards Account Number) and Password.
• Select Login button.
Step 6: The next screen will verify if traveler would like to associate their Rapid Rewards account to the Universities’ SWABIZ account. Select “Yes, This is Correct” if you’d like information from your Rapid Rewards account to populate in the reservation.
Step 7: After the account has been verified/associated the traveler will be taken back to the Purchase page with their Rapid Rewards profile information pre-populated (i.e. First/Last name, Rapid Rewards number etc.). The traveler can proceed and complete the reservation by selecting the purchase button.
**Form of Payment:** US Bank corporate Visa or other personal credit cards must be used for tickets purchased through SWABIZ for Connexxus. Southwest trips that require CTS (ghost card) form of payment must be booked through BCD/Cliqbook, Orbitz for Connexxus, or UC Travel Center/GetThere.
**Internal Reference Number (IRN):** During payment process select your Campus from (IRN) menu. This number is your campus identifier for reporting and security tracking purposes.
Car Reservation: UC preferred car supplier information has been programmed into SWABIZ account so Connexxus discounts and insurance are included in reservation with Hertz, National and Enterprise. To make a reservation, you can check next to add car to this trip, or select the car tab located at the top left side of the Plan Trip page.

Note: Hotels should be booked through one of the Connexxus travel management companies.
TSA Secure Flight Requirements

Southwest Airlines has been working in cooperation with the TSA to introduce Secure Flight, a federally mandated program to enhance security of domestic and international air travel. Southwest airlines therefore is required as of October 1, 2009 to collect additional Secure Flight Passenger Data which includes:

- Passenger full name, exactly as it appears on the current (non-expired) government-issued photo ID
- Date of birth
- Gender
- TSA-issued Redress Number (if applicable)

Southwest Airlines Rapid Rewards members should log in to their SWABIZ Rapid Rewards Membership Account to update the above required information.

Southwest flights booked through Connexxus travel management companies are not yet required by TSA to provide Secure Flight Passenger Data. The Secure Flight provision will go into effect with travel agencies prior to 12/31/09.

For more information about TSA’s Secure Flight program please visit http://www.tsa.gov/what_we_do/layers/secureflight/index.shtm