SWABIZ for Connexxus

CSU Program Overview

Winter 2010
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 Connexxus’ negotiated rates with insurance coverage directly through SWABIZ *for Connexxus* for business bookings
**Access to SWABIZ for Connexxus**

- You must login to the Connexxus portal to access CSU SWABIZ benefits
  - Select CSU: *Book SWABIZ Travel Online* located at home page

- The Connexxus traveler profile is not tied to CSU’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 CSU’s Rapid Rewards credit program

- Travel profile information for Southwest/SWABIZ must be updated through traveler Rapid Rewards account
Welcome to Connexxus, your UC and CSU travel connection

Booking Options

BCD Travel for Connexxus
- Book Travel Online
- Contact a BCD Agent

UC Travel Center for Connexxus
- Book Travel Online
- Contact a UC Travel Center Agent

Southwest Air for Connexxus
- UC: Book SWABIZ Travel Online
- CSU: Book SWABIZ Travel Online
- For Southwest Assistance

Premier Gateway for Connexxus
- Information about Premier Gateway
- Consolidator Fares for International Flights (pdf)

Small Business Travel for Connexxus
- Contact an Agent
- Information about the Small Business Travel Program

Direct link to Southwest (SWABIZ). User leaves Connexxus site

Connexxus Views and News
Tips for Using SWABIZ for Connexxus

• 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 don’t remember the password, go to Traveler Account Login link located at top right of CSU’s SWABIZ home page to reset or request new password (know your Rapid Rewards number to complete the action).

• 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 do not have access to SWABIZ reservations.
Rapid Rewards Enrollment

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

Note: First time users should enroll in Rapid Rewards program before making air reservation.
Rapid Rewards Enrollment

1. First time enrollment select **Enroll Now** link. CSU’s Account number (Company ID) is 99661322
2. Once Rapid Rewards registration has been completed, select Book Travel tab located at the top left 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 CSU’s account number 99661322.
Step 1: Begin the air reservation process.
Step 2: Select desired flights.
Step 3: Confirm selected flights and reserve car if applicable. Then proceed to Purchase page.
Car Reservation

- CSU preferred car supplier information has been programmed into SWABIZ
- Connexxus discounts and insurance included in reservation with Hertz, National and Enterprise

Note: Hotels should be booked through one of the Connexxus travel management companies
Step 4: At **Purchase** page, to have Rapid Rewards account profile information populated into reservation, travelers must first select “**Traveler Account Login**” link in upper right corner.
Step 5: SWABIZ Traveler Account Login

- Company ID: CSU’s SWABIZ account number will be pre-populated in the Company ID field
- CSU’s Account number (Company ID) is 99661322
- 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 populated 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.).
Form of Payment: Personal credit cards MUST be used for tickets purchased through SWABIZ for Connexxus
Select CSU Campus

Select Your Internal Reference Number

- 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.
- **Select Existing IRN:**
  - **Select IRN**

Select a Campus from the drop down list

- Do not type text in this field

Where Should We

- Send my confirmation
  - Email
  - or enter

Let Them Know You

- Share your flight itinerary
  - E-mail Itinerary 1
  - E-mail Itinerary 2

Note: Itineraries do not contain confidential billing information.

Internal Reference Number (IRN)

- During payment process select your Campus from the IRN menu.
- This number is your campus identifier for reporting and security tracking purposes.
Southwest Airlines has been working in cooperation with 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 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.

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