



SWABIZ Tutorial

Statewide Travel Program

Updated November 2013

SWABIZ Overview

- **Tips for Using SWABIZ** page 3
- **How to Set Up a Traveler Account** pages 4-14
- **How to Book a SWABIZ Reservation** pages 15-21
- **How to Set Up a Travel Manager** pages 22-27
- **FAQ's** pages 28-31
- **Helpful Information** pages 32-34

Tips for Using SWABIZ

- Only book business travel on SWABIZ
- Each traveler must have a Rapid Rewards account
- Travelers must use the same Rapid Rewards number for both personal and business travel
- TravelStore does not have access to SWABIZ reservations

How to Set Up a Traveler Account

How To Set Up a Traveler Account

*with a current Rapid Rewards number (1 of 3)

The screenshot shows the SWABIZ website interface. At the top, there is a navigation bar with links for 'Sign Up 'n Save', 'About Southwest', 'Help', 'Traveler Account Login', and 'Español'. Below this is a main menu with 'Book Travel', 'Leisure Offers', 'Travel Tools', and 'Rapid Rewards®'. The 'Traveler Account Login' button is highlighted with a red circle. To the left, there is a 'WELCOME TO SWABIZ' section with a Southwest logo and a 'Corporate Travel News' section. At the bottom, there are three columns: 'About SWABIZ', 'Enroll', and 'Customer Service'.

Southwest Airlines - SWABIZ - Windows Internet Explorer
http://www.swabiz.com/

File Edit View Favorites Tools Help

Convert Select

Cal State TravelStore Acti... STAMMP Home California Government Bu... Southwest Airlines - SWA... American Express Google canuser--ofs website SAM Section 700 Travel

Southwest Airlines - SWABIZ

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

SWABIZ
southwest.com for Business Travel

Book Travel Leisure Offers Travel Tools Rapid Rewards®

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

Corporate Travel News

Receive 10% off Anytime & Business Select® Fares! Book through SWABIZ and travel between now and November 21*! [Learn more.](#)

Learn more about [Corporate Travel](#).

Get a better boarding position with [EarlyBird Check-in!](#)

Learn more about [Rapid Rewards Partnership Points](#).

Learn more about the [SWABIZ Meetings 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](#)

Internet | Protected Mode: Off 125%

How To Set Up a Traveler Account

*with a current Rapid Rewards number (2 of 3)

Company Travel Reservation - Windows Internet Explorer
https://www.swabiz.com/flight/swabiz-login

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

SWABIZ
southwest.com for Business Travel

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
99XXXXXX

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](#)

How To Set Up a Traveler Account

*with a current Rapid Rewards number (3 of 3)

Associate With Company - Windows Internet Explorer

http://www.swabiz.com/flight/link-with-company?disc=cdc%3A1382995541.979000%3A71_8vSxsTnm5recTbjMc-Q%402168A8D7241EF46FF4D63DF205EE

File Edit View Favorites Tools Help

Convert Select

Favorites Cal State TravelStore Acti... STAMMP Home California Government Bu... Southwest Airlines - SWA... American Express Google canuser--ofs website SAM Section 700 Travel

Associate With Company

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

SWABIZ
southwest.com for Business Travel

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

Associate with Company

Please Verify The Following Information

Our records indicate that you have not previously used your Traveler Account in conjunction with State of California OFA. If you would like to associate your account with this Company, please verify that the following information is correct:

Company State of California OFA
Name Evan Speer

[Yes, This is Correct](#) [No, Go Back to Login](#)

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

SWABIZ
southwest.com for Business Travel

© 2013 Southwest Airlines Co. All Rights Reserved. Use of the Southwest websites and our Company Information constitutes acceptance of our Terms and Conditions, Privacy Policy

Done

Internet | Protected Mode: Off

100%

How To Set Up a Traveler Account

*without a current Rapid Rewards number (1 of 7)

The screenshot shows the Southwest Airlines SWABIZ website in a Windows Internet Explorer browser. The browser's address bar displays 'http://www.swabiz.com/'. The website's navigation bar includes links for 'Sign Up 'n Save', 'About Southwest', 'Help', 'Traveler Account Login', and 'Español'. Below this, a blue menu bar contains 'Book Travel', 'Leisure Offers', 'Travel Tools', and 'Rapid Rewards®'. The main content area features a 'WELCOME TO SWABIZ' section with the Southwest logo and a 'Corporate Travel News' section. On the right, a vertical list of service links is displayed, with the 'Traveler Account Login' link circled in red. Other links include 'Travel Manager Login', 'Check-In Online', and 'Check Flight Status'. The footer contains three columns: 'About SWABIZ', 'Enroll', and 'Customer Service', each with a 'Learn more' or 'Contact Us' button. The browser's status bar at the bottom indicates 'Internet | Protected Mode: Off' and a zoom level of 125%.

How To Set Up a Traveler Account

*without a current Rapid Rewards number (2 of 7)

The screenshot shows the Southwest SWABIZ website in Internet Explorer. The browser address bar displays <https://www.swabiz.com/flight/swabiz-login>. The page features a blue navigation bar with the SWABIZ logo and menu items: Book Travel, Leisure Offers, Travel Tools, and Rapid Rewards®. Below the navigation bar, the page is titled "Traveler Account Login". On the left, there is a "Traveler Accounts" section with a sub-header "Convenient Features just for you." and a list of features. On the right, there is a login form with the following fields and options:

- Company ID: 99XXXXXX
- Account Number or Username: [input field]
- Password (Case Sensitive): [input field]
- Need help logging in? [link]
- Remember me on this computer: [checkbox]
- Submit: [button]
- Important Login Information [link]
- Create an Account [link]

A red arrow points to the "Submit" button.

How To Set Up a Traveler Account

*without a current Rapid Rewards number (3 of 7)

Create an Account - Windows Internet Explorer

https://www.swabiz.com/account/enroll/enroll-from-swabiz?ss=1&cid=99473975&disc=sd%3A1382992573.108000%3AtIno06ibRvOViRqDBUJ5RA:

File Edit View Favorites Tools Help

Convert Select

Favorites Cal State TravelStore Acti... STAMMP Home California Government Bu... Southwest Airlines - SWA... American Express Google canuser--ofs website SAM Section 700 Travel

Create an Account

Create New Account

Create an Account

With an account on **southwest.com**, you can view and manage your upcoming trips, store travel preferences to make future booking easier, and even enroll in Rapid Rewards in order to start earning points to use towards travel.

If you already have an account on southwest.com you can [log in](#).

Your Southwest Password must be 6 to 16 characters in length and can contain letters and numbers.

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.

Done

Internet | Protected Mode: Off

125%

How To Set Up a Traveler Account

*without a current Rapid Rewards number (4 of 7)

Create an Account - Windows Internet Explorer

https://www.swabiz.com/account/enroll/enroll-from-swabiz?ss=1&cid=99473975&disc=sd%3A1382992573.108000%3AtIno06ibRvOViRqDBUJ5RA:

File Edit View Favorites Tools Help

Convert Select

Favorites Cal State TravelStore Act... STAMMP Home California Government Bu... Southwest Airlines - SWA... American Express Google canuser--ofs website SAM Section 700 Travel

Create an Account

*Password

*Re-enter Password

*Security Question 1 Choose Your Security Question

*Answer

*Security Question 2 Choose Your Security Question

*Answer

Tell Us About Yourself *Required

*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

Middle Name

*Last Name

Suffix

Preferred First Name 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

Done

Internet | Protected Mode: Off

125%

How To Set Up a Traveler Account

*without a current Rapid Rewards number (5 of 7)

Create an Account - Windows Internet Explorer

https://www.swabiz.com/account/enroll/enroll-from-swabiz?ss=1&cid=99473975&disc=sd%3A1382992573.108000%3AtIno06ibRvOViRqDBUj5RA?

File Edit View Favorites Tools Help

Convert Select

Favorites Cal State TravelStore Acti... STAMMP Home California Government Bu... Southwest Airlines - SWA... American Express Google canuser--ofs website SAM Section 700 Travel

Create an Account

*Country UNITED STATES OF AMERICA

*Street Address

*City

*State Select Your State

*ZIP/Postal Code

Address Type Home Business Other

Phone Type Home Business Mobile Other

*Phone Number Ex. 555 123 4567

RR Rapid Rewards Enrollment

Enroll in Rapid Rewards today and start earning towards your next vacation! No blackout dates and no point expiration means that every seat on every flight is a reward seat and that makes your rewards within reach like never before.

Would you like to be automatically enrolled in Rapid Rewards at this time? Yes No

Which communications would you like to receive? **Rapid Rewards THE REPORT** [View Sample](#)

The Rapid Rewards Report is your personalized monthly account statement. This monthly e-mail gives you personalized account information including your current point totals, your progress toward A-List, A-List Preferred, and Companion Pass status, as well as useful account tips to

How To Set Up a Traveler Account

*without a current Rapid Rewards number (6 of 7)

Create an Account - Windows Internet Explorer

https://www.swabiz.com/account/enroll/enroll-from-swabiz?ss=1&cid=99473975&disc=cdc%3A1382992573.108000%3Atno06ibRvOViRqDBUj5RA?

File Edit View Favorites Tools Help

Convert Select

Cal State TravelStore Acti... STAMMP Home California Government Bu... Southwest Airlines - SWA... American Express Google canuser--ofs website SAM Section 700 Travel

Create an Account

I acknowledge that I have read and that I accept the [Rules and Regulations](#).*

Enter Billing Information (optional)

Internal Reference Number (IRN) **Primary**

Other IRN (not listed above)¹

<input type="text"/>	Description	<input type="radio"/>
<input type="text"/>	<input type="text"/>	<input type="radio"/>
<input type="text"/>	<input type="text"/>	<input type="radio"/>
<input type="text"/>	<input type="text"/>	<input type="radio"/>

¹ 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

† 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.

[Home](#) | [Reservations](#) | [Leisure Offers](#) | [Travel Tools](#) | [Rapid Rewards](#)
[Schedules](#) | [Flight Status](#) | [Travel Managers](#) | [E-mail Updates](#)
[About Southwest](#) | [Where We Fly](#) | [Press Room](#) | [Site Map](#)

© 2013 Southwest Airlines Co. All Rights Reserved. Use of the Southwest websites and our Company Information constitutes acceptance of our [Terms and Conditions](#). [Privacy Policy](#)

SWABIZ
southwest.com for Business Travel

Done Internet | Protected Mode: Off 125%

How To Set Up a Traveler Account

*without a current Rapid Rewards number (7 of 7)

Rapid Rewards Enrollment Complete

Your account number is: 00000123456789



How to Book a SWABIZ Reservation

How To Book a SWABIZ Reservation (1 of 6)

Search Fares, Air Tickets & Find Travel Deals | Southwest Airlines - Windows Internet Explorer
http://www.swabiz.com/flight/?int=GNAVBOOKAIR_SBIZ&cid=99784580

File Edit View Favorites Tools Help
Convert Select
Favorites Cal State TravelStore Act... STAMMP Home California Government Bu... Southwest Airlines - SWA...
Search Fares, Air Tickets & Find Travel...

southwest.com for Business Travel Book Travel Leisure Offers Travel Tools Rapid Re

State of California OFA Travel Reservation

Air: [Manage Reservation](#) - [Check In Online](#) - [Flight Status](#) - [Travel Outside U.S.](#) - [Low Fare Calendar](#) - [Routes](#) - [Schedules](#) - [Products](#) - [Busine](#)

Air

Show Fares in \$ Points Select points for an Award Booking

Round Trip One-Way

From <input type="text" value="Departure City or Airport Code"/>	To <input type="text" value="Arrival City or Airport Code"/>	Return <input type="text" value="Return City or Airport Code"/>
Depart <input type="text" value="10/28/2013"/>	Time of Day <input type="text" value="Anytime"/>	Now accepting reservations through June 6, 2014.
Return <input type="text" value="10/29/2013"/>	Time of Day <input type="text" value="Anytime"/>	
Passengers <input type="text" value="1 Adult"/> Ages 2+	<input type="text" value="0 Seniors"/> Ages 65+	See Where We Fly Group Travel (10+)
Promo Code <input type="text"/>		



Fare Difference May Apply

http://www.swabiz.com/flight/shortcut/low-fare-search.html?disc=pdc:1382995541.979000:7I_8vSXsTnm5recTBjMc-Q@2168A8D7241EF46FF4D6

How To Book a SWABIZ Reservation (2 of 6)

Southwest Airlines - Select Flight(s) - Windows Internet Explorer

http://www.swabiz.com/flight/select-flight.html?displayOnly=&disc=cdc%3A1382995541.979000%3A71_8vSxTnm5recTBJMc-Q%402168A8D7241EF46FF4

File Edit View Favorites Tools Help

Convert Select

Favorites Cal State TravelStore Act... STAMMP Home California Government Bu... Southwest Airlines - SWA... American Express Google canuser--ofs website SAM Section 700 Travel

Southwest Airlines - Select Flight(s)

First 2 Bags Fly Free®. Weight, size & excess limits apply. Gov't taxes & fees now included

NOV 21 THU NOV 22 FRI NOV 23 SAT NOV 24 SUN NOV 25 MON NOV 26 TUE NOV 27 WED NOV 28 THU NOV 29 FRI NOV 30 SAT DEC 1 SUN

[Try our Low Fare Calendar](#)
Quickly find our lowest fares

Fares In: DOLLARS \$0 - \$244 POINTS 9,600 - 28,740

All fares are rounded up to the nearest dollar.

Depart	Arrive	Flight #	Routing	Travel Time	Business Select \$244	Anytime \$229	Wanna Get Away \$107 - \$0
1:30 PM	2:55 PM	2826	Nonstop	1h 25m	<input checked="" type="radio"/> \$244 \$251	<input checked="" type="radio"/> \$229 \$235	<input checked="" type="radio"/> \$171
2:10 PM	3:35 PM	3275	Nonstop	1h 25m	<input checked="" type="radio"/> \$244 \$251	<input checked="" type="radio"/> \$229 \$235	<input checked="" type="radio"/> \$171
4:25 PM	5:50 PM	3693	Nonstop	1h 25m	<input checked="" type="radio"/> \$244 \$251	<input checked="" type="radio"/> \$229 \$235	<input checked="" type="radio"/> \$171

Select Returning Flight:
San Diego, CA to Sacramento, CA

First 2 Bags Fly Free®. Weight, size & excess limits apply. Gov't taxes & fees now included

NOV 22 FRI NOV 23 SAT NOV 24 SUN NOV 25 MON NOV 26 TUE NOV 27 WED NOV 28 THU NOV 29 FRI NOV 30 SAT DEC 1 SUN DEC 2 MON

[Try our Low Fare Calendar](#)
Quickly find our lowest fares

Fares In: DOLLARS \$0 - \$244 POINTS 22,353 - 28,740

BAG FEES DON'T FLY WITH US.

Other Airlines charge up to \$120 roundtrip. On Southwest Airlines Bags Fly Free®!



1st & 2nd Checked Bags

My Travel
My Cart
My Rapid Rewards

Done

Internet | Protected Mode: Off

125%

How To Book a SWABIZ Reservation (3 of 6)

Southwest Airlines - Pricing and Restrictions - Windows Internet Explorer
 http://www.swabiz.com/reservations/price-reservations.html?disc=cdc%3A1382995541.979000%3A

File Edit View Favorites Tools Help
 X Convert Select
 Favorites Cal State TravelStore Acti... STAMMP Home California Government Bu... Sou

Southwest Airlines - Pricing and Restri...

Sacramento, CA to San Diego, CA

Air Total Price: **\$456.36**

ITINERARY

DEPART NOV 26 TUE	01:30 PM Depart Sacramento, CA (SMF) on Southwest Airlines 02:55 PM Arrive in San Diego, CA (SAN)	Flight #2826 WiFi available	Tuesday, November 26, 2013 Travel Time 1 h 25 m (Nonstop) Anytime
RETURN NOV 27 WED	06:20 PM Depart San Diego, CA (SAN) on Southwest Airlines 07:55 PM Arrive in Sacramento, CA (SMF)	Flight #832	Wednesday, November 27, 2013 Travel Time 1 h 35 m (Nonstop) Anytime

What you need to know to travel:

- Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device.
- Southwest Airlines does not have assigned seats, so you can choose your seat when you board the plane. You will be assigned a boarding position based on your checkin time. The earlier you check in, within 24 hours of your flight, the earlier you get to board.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity	Total
Depart	SMF-SAN	Anytime Great Flexibility	<ul style="list-style-type: none"> • Fully Refundable • Same-Day Changes • No Change Fees 	1	\$228.18
Return	SAN-SMF	Anytime Great Flexibility	<ul style="list-style-type: none"> • Fully Refundable • Same-Day Changes • No Change Fees 	1	\$228.18

Earn at least **4345 Rapid Rewards Points** per person when you take this trip.

	Subtotal	\$456.36
	Fare Breakdown	
You can't find this great fare on any other website. Southwest fares are only on Southwest.com.	1st and 2nd Checked Bags Fly Free. <small>Weight and size limits apply.</small>	Bag Charge \$0.00
	Air Total:	\$456.36

Done

How To Book a SWABIZ Reservation (4 of 6)

Southwest Airlines - Payment Information - Windows Internet Explorer
https://www.swabiz.com/reservations/book-reservations.html?disc=fdc%3A1382995541.979000%3A71_8vSXsTnm5recTBjMc-Q?

File Edit View Favorites Tools Help
X Convert Select

Favorites Cal State TravelStore Acti... STAMMP Home California Government Bu... Southwest Airlines - SWA...
Southwest Airlines - Payment Informa...

Search Flights → Select Flights → Price → Purchase → Confirmed

Enter Traveler Info

* Required

✈ Who's Flying?

Passenger 1: First, Middle, and Last Name must match government-issued photo identification.
(Adult)

First Name *	Middle Name	Last Name *	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Rapid Rewards Account #
20081399844 [Add/Edit Disability Assistance Options](#)

Required TSA Secure Flight Information *

Date of Birth*	Gender*	Redress # (optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>

* The TSA Secure Flight program requires Southwest Airlines to collect this information for each passenger. [Get Details.](#)

How Can We Get A Hold of You? (only if we need to)

Let us help keep you updated regarding important flight updates **on day of travel** if it becomes necessary (your information will not be shared).

* Select Meth

How To Book a SWABIZ Reservation (5 of 6)

Southwest Airlines - Payment Information - Windows Internet Explorer

https://www.swabiz.com/reservations/book-reservations.html?disc=cdc%3A1382995541.979000%3A71_8vSxSnm5recTBjMc-Q%402168A8D7241EF4

File Edit View Favorites Tools Help

Convert Select

Favorites Cal State TravelStore Acti... STAMMP Home California Government Bu... Southwest Airlines - SWA... American Express Google

Southwest Airlines - Payment Informa...

Do You Want to Apply Travel Funds?

You may apply funds from unused or cancelled reservations, **southwestgiftcards**[®], or Southwest LUV Vouchers toward the purchase of this reservation.

[Apply Travel Funds](#)

What Payment Method Would You Prefer?

Payment Information is managed by your Company Travel Manager.

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:

or Input Alternate IRN:

Note: Up to 30 characters. Letters and numbers only. Please omit punctuation, special characters, and spaces.

Where Should We Send Your Receipt?

*Send my confirmation receipt via...

Email

or enter an Alternate E-mail Address

Yes, I would like to receive free **CLICK 'N SAVE** weekly e-mails with advance notice of special offers.
(A confirmation of enrollment will be sent via e-mail)

Fax to () -

Receipts can be sent to U.S. fax numbers only.

Note: Receipts contain confidential billing information.

Let Them Know You are on Your Way

How To Book a SWABIZ Reservation (6 of 6)

Southwest Airlines - Payment Information - Windows Internet Explorer

https://www.swabiz.com/reservations/book-reservations.html?disc=cdc%3A1382995541.979000%3A71_8vSXsTnm5recTBjMc-Q%402168A8D7241EF4

File Edit View Favorites Tools Help

Convert Select

Favorites Cal State TravelStore Act... STAMMP Home California Government Bu... Southwest Airlines - SWA... American Express Google canuser--ofs website SAM Section 700 Travel

Southwest Airlines - Payment Informa...

Home RSS Print Page Safety Tools

Do You Want to Name this Trip?

Yes, I would like to name this trip.

New Trip Name

Create a Trip and receive benefits such as:

- Manage your Flight, Hotel, and Car reservations in one spot
- Personalize it with a Trip name for easy reference
- Keep track of any updates or cancellations to your reservations

Review Purchase Summary

Trip Total	\$456.36
-------------------	-----------------

Please Note:

By clicking "Purchase", you acknowledge that you agree:

- All Passenger Names have been entered correctly. Changes after completion of purchase could result in a fare increase.
- To the [fare rules](#) and the [Terms & Conditions](#)
- No Show Policy:** If you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to scheduled departure of the flight. For tickets purchased on or after May 10, 2013, for travel beginning September 13, 2013, Customers who fail to cancel or change a Wanna Get Away or DING! fare segment at least 10 minutes prior to travel and who do not board the flight, will be considered a no show, and all remaining funds on this reservation will be forfeited, including Business Select and Anytime funds.
- You have been notified that Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in five years' imprisonment and penalties of \$250,000 or more (49 U.S.C. 5124). Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives and radioactive materials. Examples: Paints, lighter fluid, fireworks, tear gases, oxygen bottles, and radio-pharmaceuticals. There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage and certain smoking materials carried on your person.

Complete this Purchase?

[Purchase](#)

Home | Reservations | Leisure Offers | Travel Tools | David Edwards

Internet | Protected Mode: Off

How to Set Up a Travel Manager

How To Set Up a Travel Manager (1 of 5)

The screenshot shows a Windows Internet Explorer browser window displaying the SWABIZ Administration Tool login page. The address bar shows the URL <https://www.swabiz.com/swabiz/ctm/login>. The page features a blue header with the SWABIZ logo and navigation links: Home, Sign Up 'n Save, About Southwest, Help, Traveler Account Login, Español, and Logoff. Below the header is a dark blue navigation bar with links for Book Travel, Leisure Offers, Travel Tools, and Rapid Rewards®. The main content area is titled "Company Travel Manager" and includes a welcome message: "Welcome to the company travel manager area. Once you log in, this area allows you to view your company travel reports and company profile." The "Travel Manager Login" section prompts the user to enter their Company ID, Travel Manager First and Last Name, and Password. There is a "Forgot your password?" link and a checkbox for "Remember my Company ID and Name". A "Login" button is located at the bottom of the form. At the bottom of the page, there is a footer with additional navigation links and a copyright notice: "Use of the Southwest websites and our Company Information constitutes acceptance of our Terms and Conditions. Privacy Policy. ©2013 Southwest Airlines Co. All Rights Reserved". The browser's status bar at the bottom indicates "Done" and "Internet | Protected Mode: Off".

Only Full Access Travel Managers can set up additional Travel Managers

How To Set Up a Travel Manager (2 of 5)

SWABIZ Administration Tool - Windows Internet Explorer
https://www.swabiz.com/swabiz/ctm/

File Edit View Favorites Tools Help
Convert Select
Favorites Cal State TravelStore Acti... STAMMP Home California Government Bu... Southwest Airlines - SWA... American Express Google canuser--ofs website SAM Section 700 Travel
SWABIZ Administration Tool

Home | Sign Up 'n Save | About Southwest | Help | Traveler Account Login | Español | Logoff
Book Travel | Leisure Offers | Travel Tools | Rapid Rewards®

TRAVEL MGR
TRAVEL ACCOUNT MANAGEMENT
GHOST CARD MANAGEMENT
INTERNAL REFERENCE NUMBER
COMPANY PROFILE
TRAVEL POLICY
ADVANCED SERVICES
TRAVEL REPORTS
MY ACCOUNT INFORMATION
HELP
LOGOFF

Failed login attempts since last successful login: 0

Department Travel Manager

Welcome to the SWABIZ travel manager page offering you on-line reports for your business travel. The menu on the left allows you to view your company's account profile, travel policy, and travel reports.

About SWABIZ

Take a moment to [familiarize](#) yourself with our SWABIZ features.

Creating a Traveler Account

Traveler does NOT have Rapid Rewards Account¹

1. From the SWABIZ home page, click on the [Login](#) link
2. Select the [Create an Account](#) link
3. Once the Rapid Rewards account has been created, continue with the following steps

Traveler has a Rapid Rewards Account¹

1. From the SWABIZ home page, click on the [Login](#) link
2. Enter the following:
 - Your SWABIZ Company ID Number
 - Rapid Rewards/Traveler Account Number
 - Password (for the submitted Account Number)
3. Click the "Login" button.

¹ Each Traveler should have no more than 1 Rapid Rewards membership account. In other words, if you are adding a Traveler Account to your SWABIZ Account and the Traveler already has a Rapid Rewards account that is used for personal travel, you should use that same Rapid Rewards Account number to add to your SWABIZ Account.

Password Help

The Traveler can request/reset their password online.

1. From the SWABIZ home page, click on the [Login](#) link
2. Click on the [Password Help](#) link
3. Enter the following:

Done Internet | Protected Mode: Off 100%

How To Set Up a Travel Manager (3 of 5)

The screenshot shows a web browser window with the URL <https://www.swabiz.com/swabiz/ctm/company>. The page content is as follows:

- Company Information**
 - Company ID
 - INTERNAL REFERENCE NUMBER
 - COMPANY PROFILE
 - VIEW** (circled in red)
 - MODIFY** (circled in red)
- Company Travel Managers**

The following people are allowed to access the company travel reporting information.

Name	Access
BERNIE OSBURN	Limited
BETHSAIDA RICO	Limited
CHELLAH YANGA	Limited
GLORIA FONSECA	Limited
GRETTA WINDMON	Limited
KIM XU	Full
KIMBERLY GAULTNEY	Limited
KIMYA JAMERSON	Limited
LORI WASSON	Full
LYNN PAYERL	Limited
MAUREEN GRAY	Limited
MELISSA MOROSCO	Limited
MICHELLE LIM	Full
NANCY LOPEZ	Limited
OLLIE KINSEY	Limited
REGINA QUESADA	Limited
SWABIZ HELPDISK	Full
TRICIA BROWNING	Limited
- Southwest Airlines Contact Information**

Area Marketing Manager	
Contact:	N/A
Phone:	N/A

How To Set Up a Travel Manager (4 of 5)

TRAVEL MGR

- TRAVEL ACCOUNT MANAGEMENT
- GHOST CARD MANAGEMENT
- INTERNAL REFERENCE NUMBER
- COMPANY PROFILE
- VIEW
- MODIFY**
- TRAVEL POLICY
- ADVANCED SERVICES
- TRAVEL REPORTS
- MY ACCOUNT INFORMATION
- HELP
- LOGOFF

Modify Company Information

Change any of the fields below for this company.

[\(Deactivate My SWABiz Account \)](#) Please Note: If you choose to "Deactivate My SWABiz Account" you will lose ALL access to this account including ALL reporting features.

Company Information

Please enter the following company information.

* Denotes required fields.

CA Industrial Relations Department

1515 Clay Street
* Address Line 1
Suite 701
Address Line 2
Oakland California 94612 -
* City * State * Zip Code
(510) 286 - 1220 () -
* Company Phone Company Fax
kxu@dir.ca.gov
* Contact E-mail Address

Company Travel Managers

The following people are allowed to access the company travel reporting information. If you wish to remove any of the travel managers, select the checkbox next to the manager you wish to remove.

[Add Travel Manager](#)

Delete?	Name	Grant Full Access
<input type="checkbox"/>	BERNIE OSBURN	<input type="checkbox"/>
<input type="checkbox"/>	BETHSAIDA RICO	<input type="checkbox"/>
<input type="checkbox"/>	CHELLAH YANGA	<input type="checkbox"/>
<input type="checkbox"/>	GLORIA FONSECA	<input type="checkbox"/>

How To Set Up a Travel Manager (5 of 5)

SWABIZ Administration Tool - Windows Internet Explorer
https://www.swabiz.com/swabiz/ctm/company/add-travel-manager

File Edit View Favorites Tools Help

Convert Select

Favorites Cal State TravelStore Acti... STAMMP Home California Government Bu... Southwest Airlines - SWA... American Express Google canuser--ofs website SAM Section 700 Travel

SWABIZ Administration Tool

GHOST CARD MANAGEMENT
INTERNAL REFERENCE NUMBER
COMPANY PROFILE
VIEW
MODIFY
TRAVEL POLICY
ADVANCED SERVICES
TRAVEL REPORTS
MY ACCOUNT INFORMATION
HELP
LOGOFF

* Denotes required fields.

Company Information

CA Industrial Relations Department
Oakland, CA

Company travel Manager

Prefix * First * Last

Grant full access (access to ghost cards, IRNs, company travel policy, reports). Travel managers without full access will have access to "Traveler Account Management."

* Address Line 1

Address Line 2

California * State

* City * State

* Zip Code

() - () -

* Phone Fax

* E-mail Address

Note: Be sure the person who owns this e-mail address understands that by supplying this address they grant us permission to send them information via e-mail

Initial Travel Manager Password

Click Add Company to send a temporary password to the email address above. The temporary password is good for one-time reset, which is valid for five days. You may enter additional travel managers after submitting this form.

Home | Reservations | Leisure Offers | Travel Tools | David Edwards

Internet | Protected Mode: Off 100%

Frequently Asked Questions (FAQs)

FAQs (1 of 3)

How do I assign travelers to the Ghost Card?

- Go to www.swabiz.com
- Sign in using “Travel Manager Login”
- Choose “Ghost Card Management” (top of column, left of screen)
- To allow travelers to use the ghost card, choose “Assign”
- Click “Generate Report” to receive a list of names; these are the people who have set up traveler accounts within your Company ID
- Choose whether they are allowed/required/or not allowed to use the ghost card
- Anyone with a traveler account who has been allowed/required to use the ghost card will now have a drop down menu for payment when they book

Helpful Information (2 of 2)

STATEWIDE TRAVEL PROGRAM (STP) CONTACTS

Lori Wasson: 916.376.3992; lori.wasson@dgs.ca.gov

Kelly May: 916.376.3991; kelly.may@dgs.ca.gov

Georgia Kattenhorn: 916.376.3990; georgia.kattenhorn@dgs.ca.gov

Evan Speer: 916.376.3977; evan.speer@dgs.ca.gov

STP: contracts, travel coordinator information, travel bulletins, policy, etc.

www.dgs.ca.gov/travel

CALTRAVELSTORE: training, demos, helpful travel links, forms, log ins, etc.

www.caltravelstore.com

FAQs (2 of 3)

How do I check in online to print my boarding pass?

- Go to www.swabiz.com
- Click on the “Travel Tools” tab, then “Check In Online” (right column)
- Enter your confirmation number and first name and last name
- Print your boarding pass

Note: Check in is allowed 24 hours before departure, up to one hour prior to departure

How do I change a reservation?

- Go to www.swabiz.com
- Click on “Travel Tools” tab, then “Change Reservation” (under “Manage Air”)
- Enter the confirmation number and first name and last name
- Click on “Continue” and change reservation as necessary (Remember - Southwest Airlines has no change fees!)

FAQs (3 of 3)

How do I cancel a reservation?

- Go to www.swabiz.com
- Click on “Travel Tools” tab, then “Cancel Reservation” (under “Manage Air”)
- Enter the confirmation number and first name and last name
- Click on ‘Continue’ to proceed to cancel reservation

Note: If a non-refundable fare was purchased, unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket

How do I apply unused funds or a Southwest LUV voucher to a new reservation?

- Go through the steps to make a reservation
- When you get to the section “Do You Want to Apply Travel Funds?”, select “Apply Travel Funds”
- Enter the confirmation number(s) or LUV voucher number and corresponding information for the reservation

Helpful Information

Helpful Information (1 of 2)

SWABIZ RESOURCES

- SWABIZ Help Desk
888.479.2249
- Reservations
800.435.9792
- Group Reservations (10+ people)
800.433.5368
- Rapid Rewards
214.932.0333