

Hey Colorado State University Travelers! Get onboard with SWABIZ.®

As a preferred partner to CSU - book your business travel, your way, with SWABIZ or with a state approved travel agency.

Steps include:

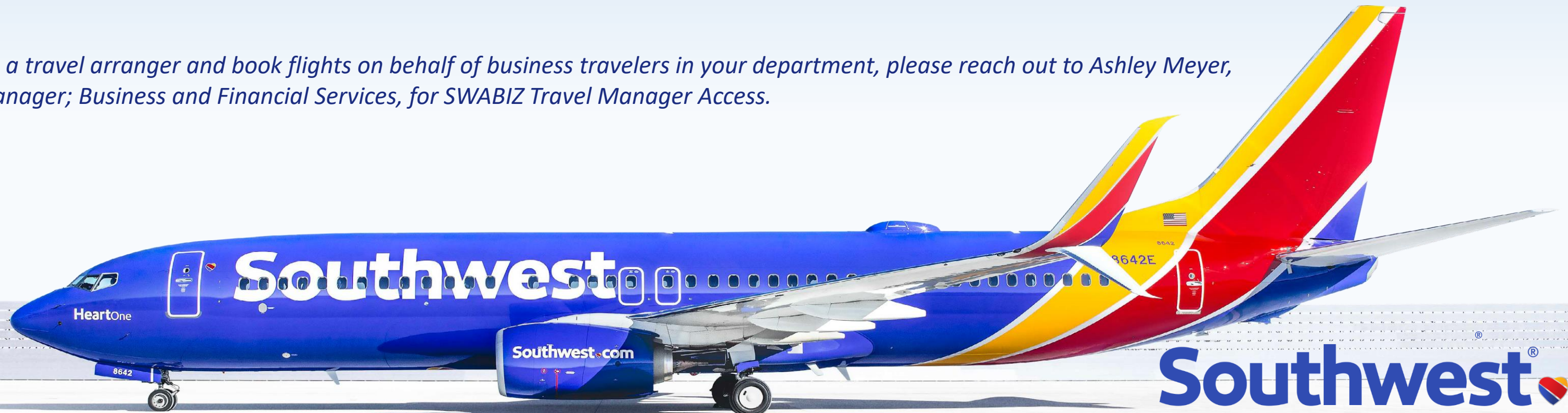
1. Go to swabiz.com.
2. Click on Login. From Login, select the Traveler tab.
3. Enter CSU's SWABIZ Account Number, **99086260**.

Click the dropdown to add your personal Rapid Rewards® account number to earn points for future travel. Check the "remember me" box to save time when you log in next.

SWABIZ benefits include:

- Traveler booking
- Mobile Application Access
- Use CSU Travel Card or Personal Credit Card
- Booking Confirmations held in My Rapid Rewards Account
- Modify your reservations on Southwest's mobile app and Southwest.com

If you are a travel arranger and book flights on behalf of business travelers in your department, please reach out to Ashley Meyer, Travel Manager; Business and Financial Services, for SWABIZ Travel Manager Access.



Southwest
Business



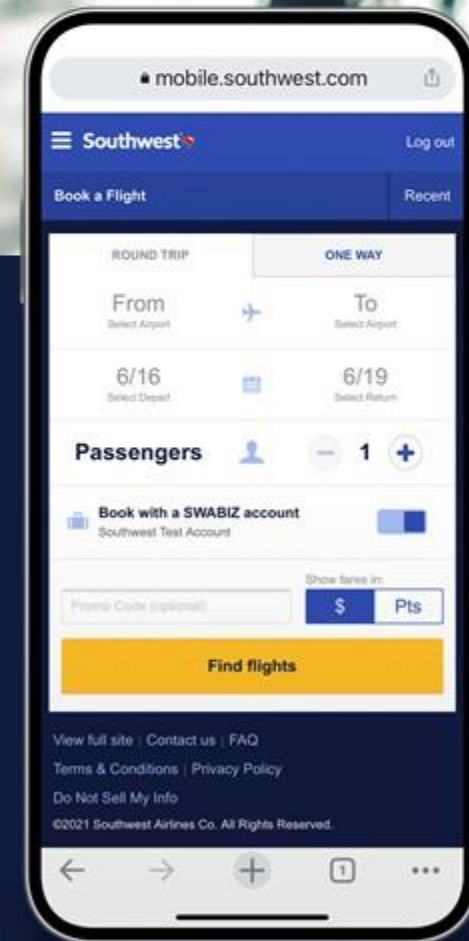
SWABIZ® goes mobile!

Travelers can book SWABIZ through the Southwest.com® mobile site!

Here's how:

1. Open your mobile web browser and go to **Southwest.com**.
2. Log in to your SWABIZ Traveler Account.
3. Click "Book a flight."
4. Swipe the toggle next to "Book with a SWABIZ account."
5. Select the company account.
6. Begin booking!

Learn more at swabiz.com/about.



A SWABIZ® Traveler Account is required to book SWABIZ reservations through the Southwest.com® mobile site. If your Traveler doesn't have one, they can create one by linking their Rapid Rewards® account to your company's SWABIZ account at swabiz.com/about.

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