



### What can SWABIZ do for your bottom line?

A few thousand dollars saved is a few thousand dollars earned. SWABIZ, Southwest Airlines online corporate booking tool, can save you a bundle. SWABIZ makes tracking travel easy and efficient. And of course, you get Southwest Airlines' famous low fares.



Check In Online



Check Flight Status



Travel Managers



View Route Map

#### What's New

- Book by March 29 and save on [April Travel](#) !
- We are currently accepting air reservations through August 24, 2007.
- [Southwest Wins BTN Annual Airline Survey!](#)

#### Contact us to get started today!

Enter your company zip code below to get contact information for a dedicated SWABIZ Team Member near you.

Zip Code:

[VIEW CONTACT](#)

**To create a Traveler Account in SWABIZ with an Existing Rapid Rewards Account Number:  
Logon to [www.swabiz.com](http://www.swabiz.com). Click on Book Travel**

SEARCH

GO

## Company Travel Reservation

Welcome to the company travel reservation area.

We are currently accepting reservations through August 24, 2007.

### Company ID

Please enter your company ID to access Southwest Airlines reservations.

Company ID

Continue >>

### Traveler Accounts

Traveler Accounts are a new, optional feature on SWABIZ. Traveler Account

[Create a Traveler Account](#)

[Login to an existing Traveler Account](#)

Click on Login to an existing Traveler Account.

If you do NOT have a Rapid Rewards number, please print-out and follow the "SWABIZ Account Info NEW" instructions at <http://www.csus.edu/acpy>.

Key in Company ID, your  
Rapid Reward Number and  
then your password.  
Click Login

your account and  
number, please

### Traveler Account Login

99044680

Company ID

00000 [REDACTED]

Account Number  
(you may omit leading zeroes)

••••••••

Password

Remember my company ID and account number for future login.

Login

#### Password Help

[Forgot your password?](#)

[Request password](#)

#### Create an Account

If you do not already have an Account Number, you may [Create an Account and enroll in Rapid Rewards](#) now.

## MY ACCOUNT

ACCOUNT SNAPSHOT

ITINERARIES

FREQUENT TRIPS

RAPID REWARDS  
CREDIT DETAIL

AWARDS

REISSUE AWARDS

COMPANION PASS

ACCOUNT DETAILS

## Account Snapshot

CA State University Sacramento [REDACTED]

[\(Logout\)](#)

### Next Scheduled Flight

(Purchases made while logged in to my account.)

Confirmation Number	Date	Depart	Arrive	Flight
-none-				

View upcoming [Air, Car, and Hotel Itineraries](#)

### My Frequent Trips

Select Frequent Trip:

- none -

[Add Frequent Trip](#)

### My Flight History

Date	Depart	Arrive	Flight
12/11/06	IAD	SMF	0971
12/02/06	SMF	IAD	2891
10/24/06	LAX	SMF	0392
10/22/06	SMF	LAX	0265
04/11/06	SNA	SMF	0728

View more [Flight History](#)

Rewards are closer in a world without miles. Fly just eight (8) roundtrips in 24 consecutive months and we'll give you a roundtrip Award valid to any of more than 60 destinations Southwest serves. Rapid Rewards—where flying is what counts.



### My Rapid Rewards Credit Summary

March 26, 2005 - March 26, 2007

Credits earned 03/26/2005 - 03/26/2007:	12
Credits needed to earn my next award:	4
My 16th credit must be earned by:	09/20/2008

View [Credit Detail](#)

### My Account and Travel Preferences

[View/Add Car and Hotel Preferences](#)

[View/Add Stored Credit Cards](#)

[View/Edit E-mail Preferences](#)

[Update Contact Information](#)

[Change Password](#)

[Companion Qualification Status](#)

Your Account Snapshot will appear on the screen.  
Please click on Account Details to update  
information on the following pages.

## Edit Member Contact Information

CA State University Sacramento | SUSAN JOHNSON

\* Denotes required field.

**Account Number** (Rapid Rewards Membership Number):

00000 [REDACTED]

**Name:**

[REDACTED]

Date of Birth: On File

Age Verified: No

Social Security Number: On File

**Contact Information:**

Home  Business

[REDACTED]

[REDACTED]

\*Street

[REDACTED]

Apt/Ste/etc Number

[REDACTED]

\*City

California

\*State

95688 - 9262

\*Zip

**If Outside the U.S.:**

[REDACTED]

State/Province/Region

[REDACTED]

Postal Code

UNITED STATES OF AMERICA

\*Country

Update your Contact Info as needed. For ease, you may want to use your credit card billing Address and Phone Number.

## Billing Information

Internal Reference Number (IRN)		Set as Default
48100101 - Accounts Payable		<input checked="" type="radio"/>
<b>Other IRN<sup>3</sup></b> (not listed above)	Description (i.e. Department Name)	
<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"/>

<sup>3</sup> 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 cost center, billing number, etc.

## Drink Coupons Preference

- I want to receive drink coupons with my Awards (must be at least 21 years old).
- I do not want to receive drink coupons with my Awards.

Save

Cancel

Under Billing Information - Other IRN, type in your 8-digit CMS CCR SpeedType Number and Description. Please check with your Department or run the CMS Query "SAC8ALL\_CCR\_SPEEDTYPE\_LOOKUP". Select your Drink Coupons Preference before Saving.

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INFORMATION

**E-MAIL PREFERENCES**

CREDIT CARDS

CAR/HOTEL  
PREFERENCES

CHANGE PASSWORD

PRINT  
MEMBERSHIP CARD

## Edit E-mail Preferences

CA State University Sacramento | [REDACTED]

\* Denotes required field.

Account E-mail Address	E-mail Communications	
<b>Note:</b> This e-mail address will be used to send you secure account information only, and will not be used for e-mail marketing purposes. Designate an e-mail address that is not shared with others.	<b>Click 'n Save® E-mail Updates</b>	<b>Rapid Rewards E-mail Updates</b>
[REDACTED]@csus.edu *Account E-mail Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]@csus.edu *Re-enter E-mail Address		

### E-mail Communications

You may receive e-mail communications to multiple addresses. Select which communications you would like for each e-mail address entered below.

- **Click 'n Save E-mail Updates:** Weekly e-mails containing great travel specials, including our lowest fares.
- **Rapid Rewards E-mail Updates:** Occasional e-mails containing special offers, information and program news important for you.

(View our [Privacy Policy](#))

Additional E-mail Addresses	Click 'n Save® E-mail Updates	Rapid Rewards E-mail Updates
[REDACTED]@excite.com	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>

Navigate to “E-Mail Preferences” to edit your Email Preferences and provide any Additional Email Addresses you desire before Saving.

## MY ACCOUNT

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**CREDIT CARDS**

CAR/HOTEL  
PREFERENCES

CHANGE PASSWORD

PRINT  
MEMBERSHIP CARD

## Credit Cards

CA State University Sacramento

### Available Credit Cards

Available Credit Cards					Set as Default	
[REDACTED]	Visa	XXXXXXXXXXXX8835	Expiration Date: 11 / 2008	<a href="#">Edit</a>	<a href="#">Delete</a>	<input type="radio"/>

[Add More Credit Cards](#)



[Apply](#) for the new Southwest Airlines Rapid Rewards Visa Signature card and receive a roundtrip Award even faster. Receive 8 bonus credits after your Plus, receive Double Reward Dollars on all Southwest Airlines purchases.

Navigate on the left to "Credit Cards".  
Add your American Express Government Credit Card or other Credit Card  
by clicking on "Add More Credit Cards".

**MY ACCOUNT**

ACCOUNT SNAPSHOT

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**CREDIT CARDS**

CAR/HOTEL  
PREFERENCES

CHANGE PASSWORD

PRINT  
MEMBERSHIP CARD

## Add Credit Card

CA State University Sacramento

### Saved Credit Cards

Visa

XXXXXXXXXXXX8835

Expiration Date: 11 / 2008

\* Denotes required field (if Credit Card data is being entered).

### Credit Card Information

American Express

\*Card Description (i.e. My Visa)

American Express

\*Card Type

12654616486415979

\*Card Number

6 - June

\*Expiration Date

2011

### Card Holder Name

\*First Name

\*Last Name

### Billing Address

Same as account address:  
CSU, SACRAMENTO

Other: (enter below)

\*Street

Apt/Ste/etc Number

\*City

Select Your State

\*State

\*Zip

If Outside the U.S.:

State/Province/Region

Postal Code

Select Your Country

\*Country

Add More

Save

Add your American Express Government Credit Card or other Credit Card and click the "Next Step" button at bottom of page..

## Save Frequent Trip



CA State University Sacramento | [REDACTED]

- Step 1. Account Information
- Step 2. Additional Information
- Step 3. Add Credit Card (optional)
- Step 4. Add Rental Car/Hotel Preferences (optional)
- Step 5. Save Frequent Trips (optional)

\* Denotes required field (if Frequent Trip data is being entered).

## Frequent Trip

## Airport Preference

Sacramento, CA - SMF

Home Airport

## Trip Details

LAX Finance Meeting

\*Trip Name (i.e. Dallas Trip)

Trip Description (Please limit description to 110 characters or less.)

Sacramento, CA - SMF

\*Origin

Los Angeles, CA - LAX

\*Destination

 One-Way  Round Trip

Anytime

Outbound Time

Anytime

Return Time

## Billing Information

My Am Exp Gov

Form of Payment

47800101 - Accounting Services Reimb

Internal Reference Number

Add More

Save

Optional – Navigate to “Frequent Trips” to create. Remember to select your credit card and CMS CCR SpeedType Number. Click on Save.

# Important Final Step

- Once your Traveler Account has been updated with Sac State's Company ID in SWABIZ, you must contact Accounts Payable for access to your credit card number in order to book reservations with the Department of General Services (DGS) State Discount.
  - Pam Elbeck, [pelbeck@csus.edu](mailto:pelbeck@csus.edu), at 86477
  - Carolina Martinez, [cmartinez@csus.edu](mailto:cmartinez@csus.edu), at 85858
  - Accounts Payable Main Line, at 86476

OR the Director of Accounts Payable & Travel

Susan Johnson, [sjohns@csus.edu](mailto:sjohns@csus.edu), at 86476