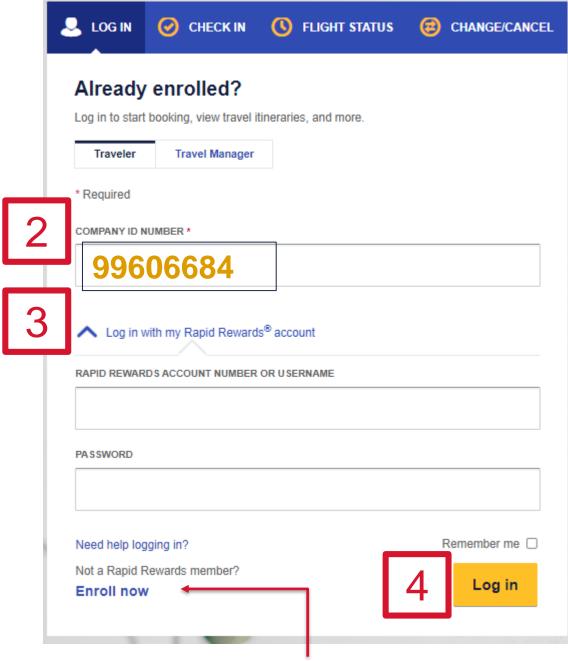# FAQ - SWABIZ + SWABIZ Mobile Booking Set Up
University of Wyoming

SWABIZ®

Link your Rapid Rewards® account one-time for access to discounted fares[1] and earn points[2]

1 Visit **SWABIZ.com.**

2 Click the "Traveler" tab, and enter Company ID **99606684**

3 Expand "Log in with my RR account" and enter your Rapid Rewards® account number & password.

4 Verify and accept the inputted information.

5 Click "Log in".

6 All done. You are ready to book via the app!

LOG IN | **CHECK IN** | **FLIGHT STATUS** | **CHANGE/CANCEL**

Already enrolled?

Log in to start booking, view travel itineraries, and more.

Traveler | Travel Manager

* Required

2

COMPANY ID NUMBER *

99606684

3 ∧ Log in with my Rapid Rewards® account

RAPID REWARDS ACCOUNT NUMBER OR USERNAME

PASSWORD

Need help logging in?   Remember me ☐

Not a Rapid Rewards member?

Enroll now   **4** **Log in**

Not a Rapid Rewards® Member?
Enroll now to earn points you can redeem for leisure travel!

Verify Company Information

Welcome to SWABIZ®. To associate your Rapid Rewards® account with this company, please verify the following information is correct.

COMPANY   **USERNAME**

University of Wyoming   Your RR Username

By clicking "Yes, this is correct", I acknowledge and agree that my company listed above, and its company travel managers, have access to all my company-related travel information and select information in my Rapid Rewards account, including, but not limited to, payment card information, but excluding point balance and personal travel itineraries that were not booked through SWABIZ or other corporate booking channels.

I further acknowledge and agree that the company travel managers may book travel on my behalf and share information with third parties as set forth in the Privacy Policy. If you no longer want your information associated with the company above, please contact SWABIZ help center at 888-479-2249 or your company travel manager.

5

No, return to login   **Yes, this is correct**
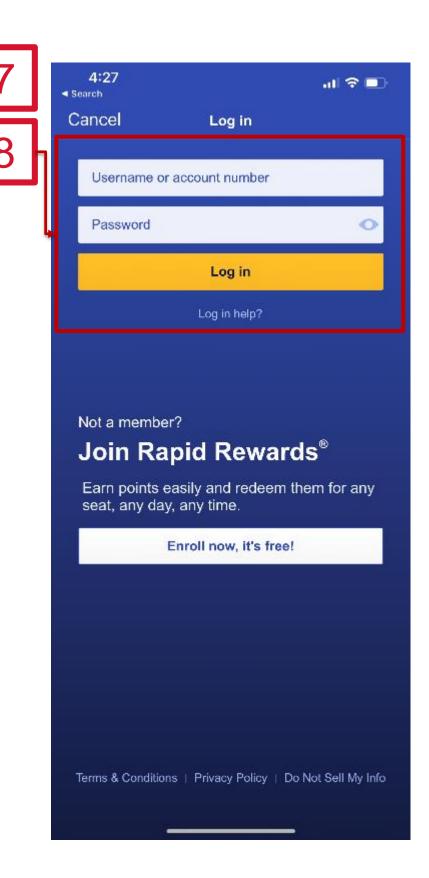
6 Switch to the Southwest Mobile App
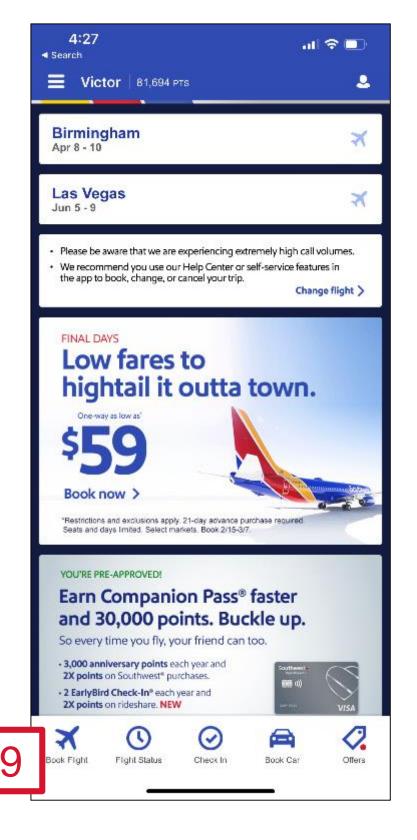

SWABIZ® mobile booking

Mobile booking with SWABIZ

7 Open the Southwest app.

8 Log in with your Rapid Rewards number and password.
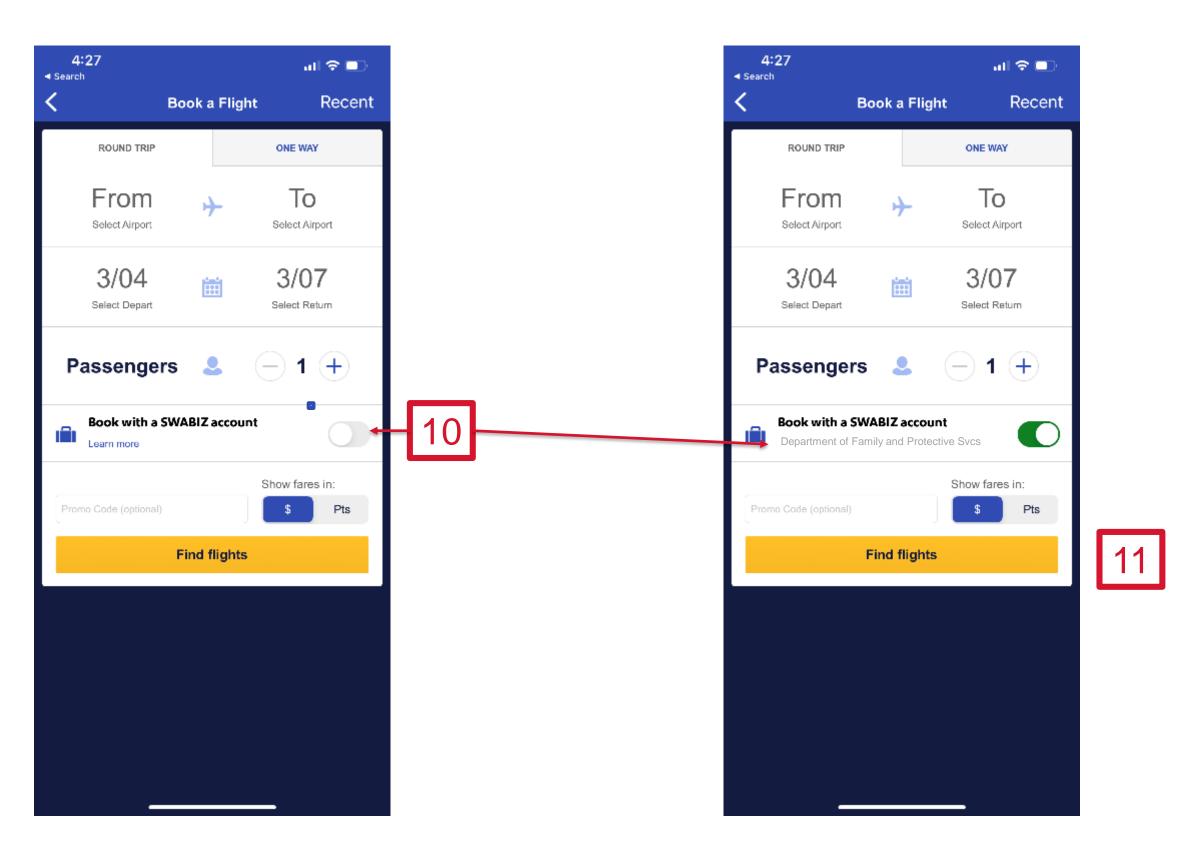
9 Tap "Book Flight" and enter flight information.

SWABIZ® mobile booking

Mobile booking with SWABIZ

10 Verify it says "**University of Wyoming**" and that the toggle is green.

11 Tap "Find flights" and view your discounted rates!

Southwest®

Your Account Team: Kerry Masock

- **kerry.masock@wnco.com**

- **303-888-9980**

- **Higher Education and State Government**

- **Based in Denver and available for in-person or virtual demonstrations**