



**SWABIZ Desktop Booking**  
University of South Florida

# SWABIZ<sup>®</sup> desktop booking

Link your Rapid Rewards<sup>®</sup> account one-time for access to discounted fares and earn points<sup>1</sup>

- 1 Visit **SWABIZ.com**.
- 2 Click the "Traveler" tab, and enter Company ID **99208513**
- 3 Expand "Log in with my RR account" and enter your Rapid Rewards<sup>®</sup> account number & password.
- 4 Verify and accept the inputted information.
- 5 Click "Log in".
- 6 Your one-time Rapid Rewards<sup>®</sup> account is now linked and now ready to book travel now and in the future

The screenshot shows the SWABIZ login interface. At the top, there are navigation links: LOG IN, CHECK IN, FLIGHT STATUS, and CHANGE/CANCEL. Below this, there's a section titled "Already enrolled?" with a sub-header "Log in to start booking, view travel itineraries, and more." There are two tabs: "Traveler" (selected) and "Travel Manager". A red box with the number "2" highlights the "COMPANY ID NUMBER" field, which contains the value "99208513". Below this, there's a link "Log in with my Rapid Rewards<sup>®</sup> account" with a red box and number "3" next to it. Underneath, there are fields for "RAPID REWARDS ACCOUNT NUMBER OR USERNAME" and "PASSWORD". A red box with the number "4" highlights the "Log in" button. At the bottom left, there are links for "Need help logging in?", "Not a Rapid Rewards member? Enroll now", and "Remember me". A red arrow points from the "Enroll now" link to the text below the screenshot.

Not a Rapid Rewards<sup>®</sup> Member?  
**Enroll now** to earn points

The screenshot shows a "Verify Company Information" dialog box. It has a title bar with a close button (X). The main heading is "Verify Company Information". Below it, a message says: "Welcome to SWABIZ<sup>®</sup>. To associate your Rapid Rewards<sup>®</sup> account with this company, please verify the following information is correct." There are two columns of information: "COMPANY" with the value "University of South Florida" and "USERNAME" with the value "Your RR Username". Below this, there's a paragraph of legal text: "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." Another paragraph follows: "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 name] above, please contact SWABIZ help center at 888-479-2249 or your company travel manager." At the bottom right, there are two buttons: "No, return to login" and "Yes, this is correct". A red box with the number "5" highlights the "Yes, this is correct" button.

**6** Continue to the flight search screen

<sup>1</sup>All Rapid Rewards rules and regulations apply and can be found at [Southwest.com/rterms](https://southwest.com/rterms).

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## Flight review and selection

- 7 Enter desired itinerary and travel dates, then click **Search**
- 8 Review available flights, many with discounts automatically applied
- 9 Click desired fare and confirm through the Passenger & Purchase Information

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Flight | Hotel | Car | CHECK IN | FLIGHT STATUS | CHANGE/CANCEL

Round trip  One-way

DEPART: TPA (Tampa, FL - TPA) | ARRIVE: | DEPART DATE: 10/25 (Wed, Oct 25, 2023) | RETURN DATE: | PASSENGERS: 1

PROMO CODE (Optional): | Advanced search | Search

### ✈ Depart: TPA → BWI

Tampa, FL - TPA to Baltimore/Washington, MD - BWI

Government taxes & fees included | \$ | Points

MON Oct 23	TUE Oct 24	WED Oct 25	THU Oct 26	FRI Oct 27	<b>First 2 bags fly free<sup>®</sup></b> Weight, size & excess limits apply
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Sort by: Departure time | Filter by: Nonstop | All day

#### Departing flights

	Number of stops	Duration	Business Select	Anytime	Wanna Get Away <i>plus</i>	Wanna Get Away
# 1158 5:25 <sup>AM</sup> → 7:40 <sup>AM</sup>	Nonstop	2h 15m	\$304 \$287	\$254 \$245	\$194 \$191	\$474 \$171
# 1179 6:50 <sup>AM</sup> → 9:00 <sup>AM</sup>	Nonstop	2h 10m	\$304 \$287	\$254 \$245	\$194 \$191	

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## Traveler Information & ticketing

**10** Confirm or enter your Traveler information and Rapid Rewards<sup>®</sup> number to earn points!

**11** Complete the remaining contact details and form of payment. Click Purchase and track your flight in the Southwest mobile app!

### Who's flying?

Please make sure names match government-issued IDs.

\* Required

FIRST NAME \*


MIDDLE NAME

LAST NAME \*

SUFFIX

Select 

DATE OF BIRTH \*

Month 

DD

YYYY

GENDER \*

Select 

RAPID REWARDS<sup>®</sup>/ACCOUNT #

 Secure traveler information 

 Special Assistance

Amarillo ISD

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