

How-to guide:

# Adding your Rapid Rewards number to your Concur profile

- 1** Make sure you are signed up for Rapid Rewards!
- 2** Go to your profile settings in your Concur
- 3** Add your Southwest Rapid Rewards number under the “Frequent Traveler” section
- 4** You are now ready to book with your Rapid Rewards number!
- 5** Make sure that you are booking through Concur or CTP to take advantage of your University’s partnership.

## Not a Rapid Rewards Member yet?

It’s easy to enroll and start earning points on qualifying flights\*\* today!



\*All Rapid Rewards<sup>®</sup> rules and regulations apply and can be found at [Southwest.com/rrterms](https://www.southwest.com/rrterms).  
\*\*Qualifying flights include flights booked and flown through Southwest<sup>®</sup> and flights paid entirely with dollars, Southwest LUV Vouchers<sup>®</sup>, gift cards, or flight credits, and with no portion of the purchased price paid for with Rapid Rewards points or Rapid Rewards Business points.