



## Large Corporation BIZ WEBLink Guide

Below is a step by step guide on how the different users within a large corporation can navigate the BIZ WEBLink website. Please note that each Company will require an Admin to create the travel arrangers. The Admin will have the highest level of security, but does not have the ability to make bookings. They will have to register themselves as a Travel Arranger to book flights.

**Refer to the user manual below for quick access to step by step information**

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### Contact WestJet

To contact WestJet regarding a booking you have made please call our Sales Super Center at **1.888.WESTJET** (937-8538).

## **BIZ WEBLink profile matrix**

### **Admin**

- Register the company.
- Create each travel arranger profile for the company.
- The ability to view all employees within the company
- The ability to enable Travel Arranger profiles to a Super User role.
- The ability to remove employee profiles from the company.
- The ability to update the company profile and travel arranger/super user profiles.

### **Travel Arranger**

- Make a booking.
- Ability to view reservations they made.

### **Super User**

- The ability to do everything a Travel Arranger can with the following additions.
  - o Search for and display any reservation in the Company regardless of who made the booking.
    - Search by PNR.
    - Search by first/last name.

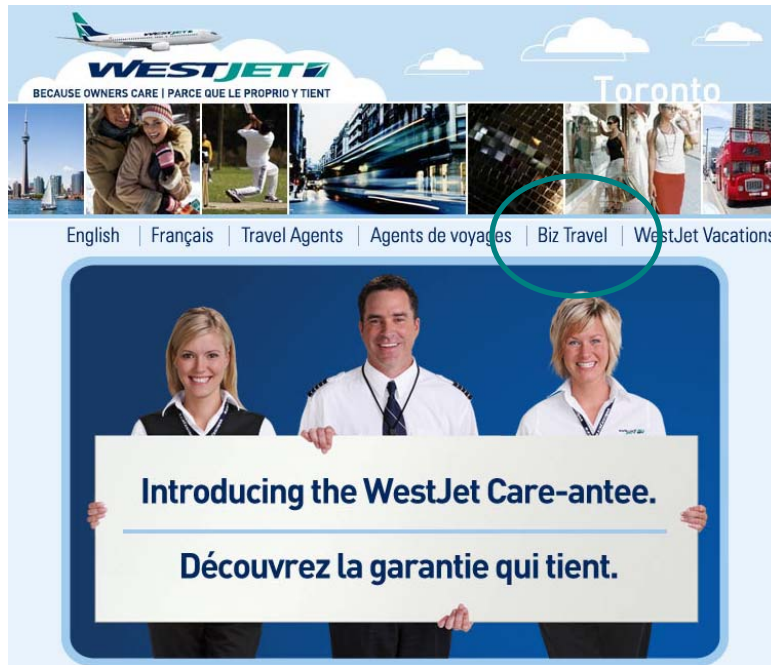
### **Business Traveller**

- Make a booking.
- Ability to view reservations they made.

	<b>Admin</b>	<b>Super User</b>	<b>Travel Arranger</b>	<b>Business Traveller</b>
Shop for business travel		✓	✓	✓
View My Bookings		✓	✓	✓
View all company bookings		✓		
Edit My Profile				✓
Create Travel Arranger profiles	✓			
Enable Travel Bank/Super User access	✓			
Update corporate profile	✓			
Add/remove employees to the account	✓			

## Register your large corporation with WestJet

1. From westjet.com, select BIZ Travel



2. Select 'Flight purchases greater than \$100k per year'

A screenshot of the WestJet "Sign In" page. The page has a light blue background. At the top, it says "Sign In" and "Returning Corporate Sign In". Below this are two input fields: "WestJet ID:" and "Password:". To the right of the "Password:" field is a yellow "sign in" button. Below the button are two links: "Forgot your password?" and "Forgot your password?". Below the sign-in section, there are two links: "> Not registered? Create your personal profile now." and "> BIZ WEblink user manual". Below these links is a section titled "Register Your Corporation". Under this section, there are two options for first-time BIZ WEblink users: "Flight purchases less than \$100K per year?" and "Flight purchases greater than \$100K per year?". A blue arrow points to the "Flight purchases greater than \$100K per year?" option.

### 3. Fill out the required fields

Individual that WestJet will contact regarding corporate contract

#### Large Corporation Registration

##### Company Information

\*Company Name:

\*Corporate EIN (Taxpayer ID):

Nature Of Business:

\*Password:

\*Confirm Password:

\*Title:

\*First Name:

\*Last Name:

\*Street Address:

\*Country:

\*State/Province:

\*City:

\*Zip/PostCode:

\*Phone:  -

Fax:  -

\*Email Address:

\*How Many Travellers does Your Company Have?:

\*Estimated Total Number of Trips per Year.:

\*Estimated Annual Domestic Airfare Expenditure (\$):

\*What is WestJet's Approximate Share of This Expenditure (\$):

Estimated Annual U.S. Air Travel Airfare Expenditure (\$):

Estimated Annual International Airfare Expenditure (\$):

Format:  
15-12345678

Insert the email address of the employee from your company designated as the Admin

Where do you fly in Canada?:

Where do you fly in the United States?:

Where do you fly internationally?:

General Comments:

##### Travel Agency Information (if applicable)

Agency Name:

Contact First Name:

Contact Last Name:

E-mail Address:

Phone:  -

Street Address:

City:

State/Province:

Zip/PostCode:

Country:

-After you have filled out the Large Corporation registration form, select 'submit'. You will receive a confirmation email that WestJet is reviewing your request.

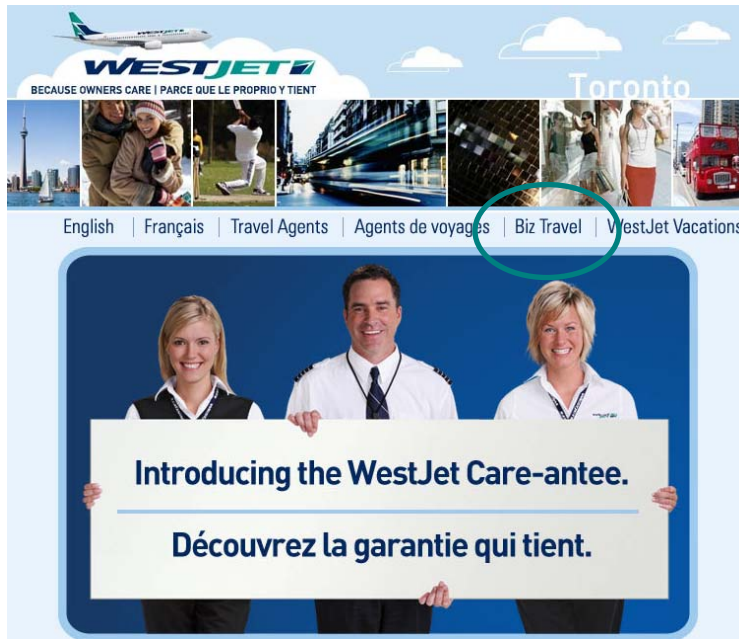
-Upon approval, a WestJet representative will contact your company regarding a corporate contract.

-Once all necessary contract implementation steps are completed, the individual that your company has designated as the Company Admin will receive sign in information including an ID and password (this can take up to 30 days).

## Sign into BIZ WEblink

Once you have received your Admin sign in information from WestJet, you are now ready to sign in and proceed to the next steps.

1. From westjet.com, select BIZ Travel



2. Enter the given WestJet ID and Password.

How can Biz WEblink help your company? [Find out more.](#)

### Sign In

**Returning Corporate Sign In**

WestJet ID:

Password:

[Forgot your password?](#)

## Create Travel Arrangers

### **Q: Why does the Admin need to create Travel Arrangers?**

**A:** Since the Admin is not able to make bookings, Travel arrangers make bookings for travellers on behalf of the company. If the Admin intends to make bookings, they should proceed to create a Travel Arranger profile.

1. Fill in all required fields for the employee(s) who will act as the company travel arranger(s) and click submit. The Admin can create as many Travel Arrangers as needed.

**Corporate Profile**  
To book individual travel, please login to your personal profile.

Welcome, \_\_\_\_\_ Company Name: \_\_\_\_\_  
Corporate Code: \_\_\_\_\_

**Create Travel Arranger**

\* Title:

\* First Name:

\* Last Name:

\* Username:

\* Password:

\* Verify Password:

\* Email:

Email 2:

Daytime Phone  -  \*

Number: \_\_\_\_\_

Mobile  -  \*

\*Please type digits only, no special characters including dashes

**Subscribe to JetMail for seat sales, news and deals by email**

**Already receive JetMail? That's great! To continue receiving it, please ensure to check the box above.**

### ***Some helpful tips:***

→ Ensure to put the employee's email address in the email field, if you put the Admin email address, the Admin will receive the employee's information of activation and not the individual employee.

→ A Travel Arranger confirmation email will be sent to the employee directly along with their password.

## Granting Super User status

### **Q: Why does my company need a Super User?**

Not only can the Super User book for anyone, but they also have the capability to view every booking made within the company; regardless of who made it.

### **How to assign a Super User**

1. Log into the Admin account. Select 'search al Travel Arrangers' to view these individuals; there will be two options: Travel Bank and Super User.
2. Select the Super User check box for the employee(s) who will require the ability to view every booking made within the company.

## Enable Employee Access to the Travel Bank

1. Log into the Admin account. Select 'search al travel arrangers' to view the company Travel Arranger(s); there will be two options: Travel Bank and Super User.
2. Select the Travel bank check box only for the employee(s) who will require the access to pay for business flights using the corporate travel bank.

## How to disable employee access to your business Account

1. Log into the Admin account. Select 'search all travellers' to view the Business Travellers(s); there will be a check-box where you can un-select 'shop for business travel'. Selecting this will disable the user to book within your company account.

## Update the Corporate Profile

1. Log into the Admin account. Select 'Update Profile' and proceed to make the necessary changes to your account information and select 'submit'.
- To update a Travel Arranger profile Log into the Admin account. In the 'Search for all Travel Arrangers' section, select 'List All'. Select 'update' beside the name that you wish to make changes to. **\*Important:** any changes made to a Travel Arranger profile (ex: changes to a name, phone number) will result in the 'enable travel bank' option to be cleared. To correct this, log back into your Admin account and enable the travel bank for the user.

## View Reports function

### Q: What is the View Reports Function?

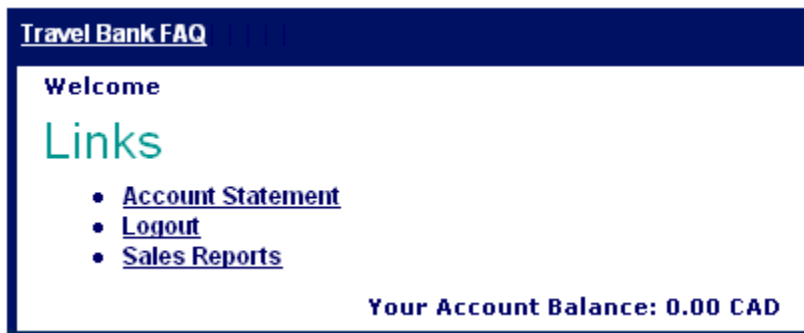
When logged into the Admin account, in the far right corner will be a link to View Reports. Selecting this will activate the Travel Bank tool; from here all travel bank transactions made within your company will display.

\*Important: The 'view reports' function can only be accessed from the Admin profile home page.



The screenshot shows a 'Corporate Profile' section with a light blue background. On the left, it says 'Welcome,' and 'To book individual travel, please login to your personal profile.' On the right, it displays 'Company Name: WESTJET TESTING ACCOUNT' and 'Corporate Code:'. In the top right corner, there is a grey box containing three links: 'View Reports' (circled in red), 'Update profile', and 'Logout'.

Once you've clicked on "View Reports" you will find the following options:



The screenshot shows a 'Travel Bank FAQ' page with a dark blue header. Below the header, it says 'Welcome' and 'Links'. Under 'Links', there are three bullet points: 'Account Statement', 'Logout', and 'Sales Reports'. At the bottom right, it displays 'Your Account Balance: 0.00 CAD'.

**Account Statement:** This will allow you to view your travel bank activities

**Sales Reports:** *\* This feature will be available in the near future\** It will enable you to view flight reporting.

## Information for the Travel Arranger & Super User

Once logged in as a Travel Arranger or Super User, the following screen will appear:

- To start booking, select 'Shop for business travel'
- To search for a particular booking, search by PNR, Last Name/First Name.
- To view all bookings simply leave these fields blank, and click 'Search'.

Note: The Super User can view all company bookings, whereas the Travel Arranger can only view their own bookings.

**Welcome, ajenn (Super User)**

To make a new corporate booking, select Shop for Business below.

**Search by PNR record locator**

\* PNR:

**Search**

**Or by...**

**Search by Name**

\* Last Name:

First Name:

\* \* Number of days:

Search my PNRs only

\* Note: When searching by Name, **Last Name** is a required field..

\* \* Note: Number of days allows a search 1-331 days from today  future.

**Search**

**Corporate Travel Bank**

Balance:0.00 CAD \*

**\* this balance may be applied to the base airfare, taxes, and fees as applicable**

[Shop for business travel](#)

To view all of your bookings, leave the search fields blank and select 'search'

Click here to begin booking

## Manipulating a booking

Log into your BIZ WEblink profile, and search for the booking that you wish to modify by entering the specific PNR number in the 'PNR' field, entering the First/Last Name of the person traveling or by leaving all fields blank and clicking 'Search'

-The bookings that you are entitled to view according to your profile permissions will appear.

In this screen, the option to Show Details, Continue with seat selection, Change ticket(s), and Refund will be available.

Here is an example of the **Show Details** screen:

**Your reservation code is:** JCSMSK Used to track the booking

View your itinerary at / [Sabre® Virtually There](#) Click here to view all details

Attention: The ticket(s) have been processed for information.

**FLIGHT(S)** 1 Adult: 416.00+ Taxes and fees: 83.63 = 499.63 CAD

Segment	Depart	Arrive	Airline	Class	Notes
1	Monday, 12 October 01:05 AM Calgary, AB, CA (YYC)	Monday, 12 October 07:05 AM Montreal Dorval, QC, CA (YUL)	WestJet	Non-Stop / WS 0218	Seat(s): seat on request
2	Wednesday, 14 October 09:00 AM Montreal Dorval, QC, CA (YUL)	Wednesday, 14 October 10:15 AM Toronto, ON, CA (YYZ)	WestJet	Non-Stop / WS 0473	Seat(s): seat on request
Connecting Flight ✕					
3	Wednesday, 14 October 11:30 AM Toronto, ON, CA (YYZ)	Wednesday, 14 October 01:40 PM Calgary, AB, CA (YYC)	WestJet	Non-Stop / WS 0671	Seat(s): seat on request

**TOTAL** Total Air Fare & Taxes: 499.63 CAD

**Total:** 499.63 CAD

**Guest information**

1. TESTERSON/KARLI MISS Adult The individual(s) travelling

## Selecting Seats

Below is an example of the **Continue with seat selection** screen:

- Click on the desired seat located on the 'seat map'
- The chosen seat will appear in the 'selected seat' column, along with the appropriate 'seat fee'.
- Use the 'seat map' legend for availability
- Once you have chosen your seat(s), select 'Continue'
- Please note that the Corporate Travel Bank is not accepted as a form of payment for a seat(s), however Credit Card can be used.

**Select flights**

search **select** contact guests payment itinerary

- Please select your seat(s)
- **Calgary (YYC) to Edmonton-International (YEG)**
- **Flight: WS 106 / Boeing 737-700**
- To request a seat, click the desired seat on the seat map.
- **Seat selection is not confirmed until your purchase has completed.**

Guest	Selected seat	Seat Fee
▶ Laing/Jenn		

**Continue**

**Skip Seat Selection**

**Seat map**

- Available
- Unavailable
- Limited recline/legroom
- Lavatory
- Galley
- Closet
- Emergency Exit
- Plane Walls
- Plane Wing
- Bulkhead

	A	B	C	D	E	F
1				✂	✂	✂
2	✂	✂	✂	✂	✂	✂
3	✂	✂	✂	✂	✂	✂
4	✂	✂	✂	✂	✂	✂
5	✂	✂	✂	✂	✂	✂

## Change a Booking

Below is an example of the **Change ticket(s)** screen:

- Once the changes have been made, select 'search' to view new flight options
- Seat selection and fees associated to them will not carry over with the refund.

Select the flight(s) to be changed

Select the new date(s) and/or destination (s)

### Current Itinerary

#### Change Tickets

Name	Ticket Number	Original Value
TESTESON/FRANK MR	2161049057	396.55

#### Ticketed Itinerary - Select Flights to Change

- Depart:** 06:30 AM Wednesday, 14 October  
Calgary , AB , CA (YYC)  
Winnipeg , MB , CA (YWG) WestJet WS 128
- Depart:** 10:00 AM Wednesday, 14 October  
Winnipeg , MB , CA (YWG)  
Montreal Dorval , QC , CA (YUL)

#### Flight Exchange Search

Where and when are you travelling? \* Indicates required fields

Round Trip  One-Way:

\* From:

\* Depart Date:

\* To:

\* Return Date:

Flight Type:

## Refund a Booking

Below is an example of the **Refund** screen:

-An initial refund screen will appear with the flight details. To continue, select 'Refund'.

-The new screen will allow you to 'Confirm Refund'.

-Please note that a \$50 cancellation fee will be incurred due to a refund made after 24 hours. Seat selection and fees associated to them will not carry over with the refund.

**Review your request**

**Current Itinerary**

**Tickets**

Name	Ticket Number	Price
TESTESON/FRANK MR	2161049057	396.55

**Flights**

<b>Depart:</b> 06:30 AM	<b>Wednesday, 14 October</b> Calgary , AB , CA (YYC) Winnipeg , MB , CA (YWG)	WestJet WS 128
<b>Depart:</b> 10:00 AM	<b>Wednesday, 14 October</b> Winnipeg , MB , CA (YWG) Montreal Dorval , QC , CA (YUL)	WestJet WS 696

After 24 hours of making the original booking, the funds will automatically be refunded back to the Corporate Travel Bank.

Total Air Fare & Taxes:	396.55 CAD
Cancellation fee:	50.00 CAD
Fee Tax:	2.50 CAD
<b>Total Refund:</b>	<b>344.05 CAD</b>

**Refund To**  
Travel Bank

Refunding within 24 hours of making the original booking will result in the funds being refunded back to the credit card.

### Using Corporate Travel Bank

-The Travel Arranger/Super User & Business Traveller have the ability to access and use the Corporate Travel Bank funds as a form of payment permitted that their profile has been enabled by the Admin.

-If your profile has been enabled for use of the Corporate Travel Bank funds, the following **Pay by Travel Bank** screen will appear:

**Pay by Travel Bank**

---

Travel Bank Balance:  
**\$14,431.25 CAD**

**Existing balance may be applied to the base airfare, taxes, and fees as applicable**

Maximum Amount you can apply for this Itinerary: \$386.05 CAD

Amount from Travel Bank to apply:

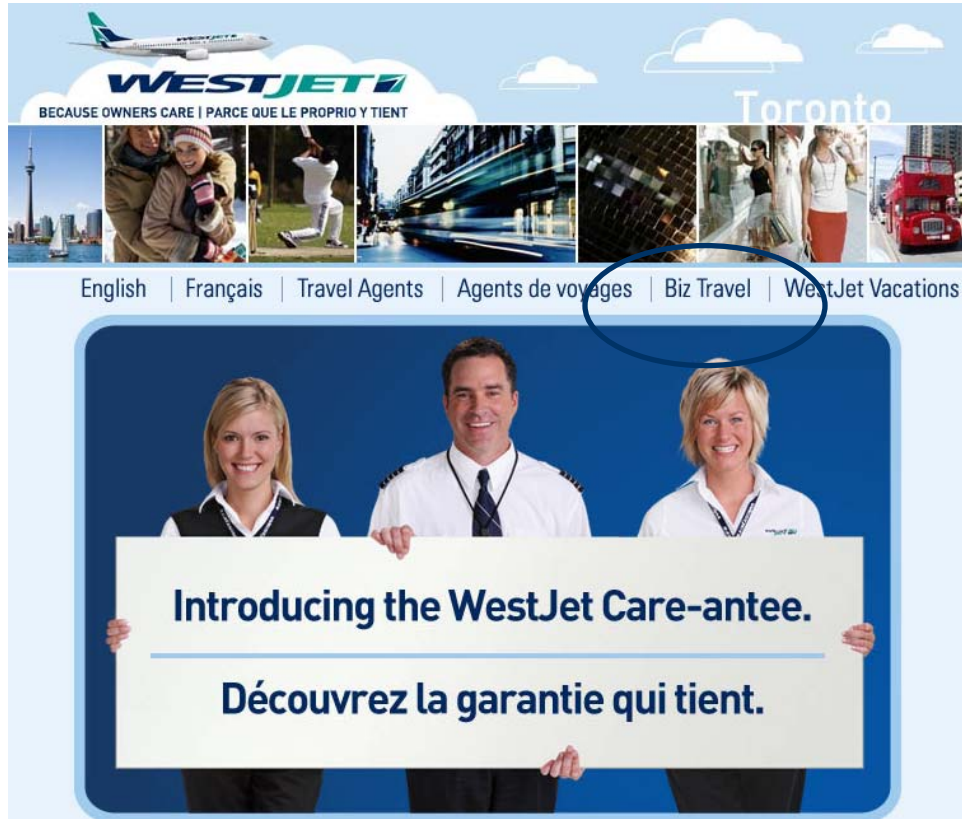
-In the 'Amount from Travel Bank to apply' box, enter the amount that you wish to deduct.

-Fill out all of the required fields and select 'Purchase' at the bottom.

## Information for the Business Traveller

### Create a profile

1. From westjet.com, select BIZ Travel



2. Select 'Individual Business Traveller Enrollment'

**Login**

WestJet ID:  Password:

[Individual Business Traveler Enrollment](#)

Fill in all \*required fields and click 'create profile' at the bottom of the page.

### New WestJet guest profile

\* Title:

\* First Name:

Home Country:

\* Last Name:

\* Language:

Home Airport Code:

Corporate Code:

\* Password:

Verify Password:

**Subscribe to JetMail for seat sales, news and deals by email**

**Already receive JetMail? That's great! To continue receiving it, please ensure to check the box above.**

**Forgot your password?**

Reminder Question:

Answer:

**Payment information**

Pay with Credit Card:

Card Number:

Expiration Date:

Be sure to click the JetMail subscription box

Obtain this information from your company's Admin

***Some helpful tips:***

- Ensure to put your own email address in the email field since this is where you will receive your information of activation.
- Be sure to select the 'Subscribe for JetMail' box to receive great WestJet deals right to your inbox.
- Enter your Company's Corporate ID (you can obtain this information from the Admin) to associate yourself to the company profile.
- A confirmation email will be sent to you directly along with your password.

**Start Booking**

You are now ready to log into your Business Traveller account using your WestJet ID and password. When booking for business be sure to select the 'Shop for business travel' option.

**Welcome, Mr Chris Korres**

**My Reservations**  
No Reservations found

**Shop & Book**  
[Book a personal flight](#)  
[Shop for business travel](#)

[View Trip History](#)

[Exchange a different itinerary](#)