

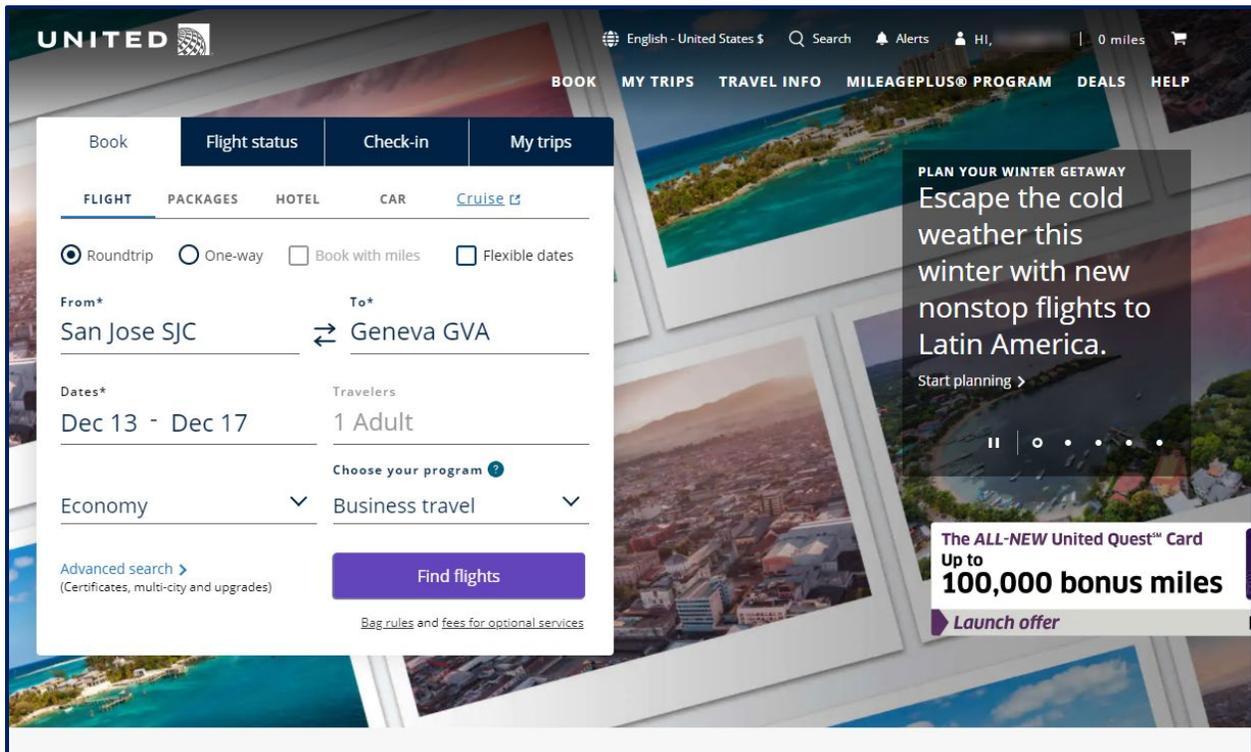
Reviewing Travel Credits in United Corporate Direct

How To: Add a Form of Payment in United Corporate Direct

A traveler can log into United's website and review their travel credits via the **"My Trips"** section. Under My Trips there will be a **"View Travel Credits"** hyperlink the traveler can click on to review their credit(s). Below are screenshots for additional guidance.

Step 1

Log in to [united.com](https://www.united.com) with your United MileagePlus® number and password.



Step 2

Click on the “My Trips” section from the home page and select the “View Travel Credits” under “Manage My Trips”

The screenshot displays the United Airlines website interface. At the top, the United logo is on the left, and navigation links for 'BOOK', 'MY TRIPS', 'TRAVEL INFO', 'MILEAGEPLUS® PROGRAM', 'DEALS', and 'HELP' are on the right. A red circle with the number '1' highlights the 'MY TRIPS' link. Below the navigation bar, a dropdown menu is open, showing three columns of links: 'MANAGE MY TRIPS', 'MY TRIPS HELP', and 'BAGGAGE HELP'. A red circle with the number '2' highlights the 'View travel credits' link in the 'MANAGE MY TRIPS' column. Below the menu, there is a search bar with 'Economy' and 'Business travel' tabs, an 'Advanced search' button, and a 'Find flights' button. A promotional banner for the 'ALL-NEW United Quest™ Card' is visible on the right side of the page.