

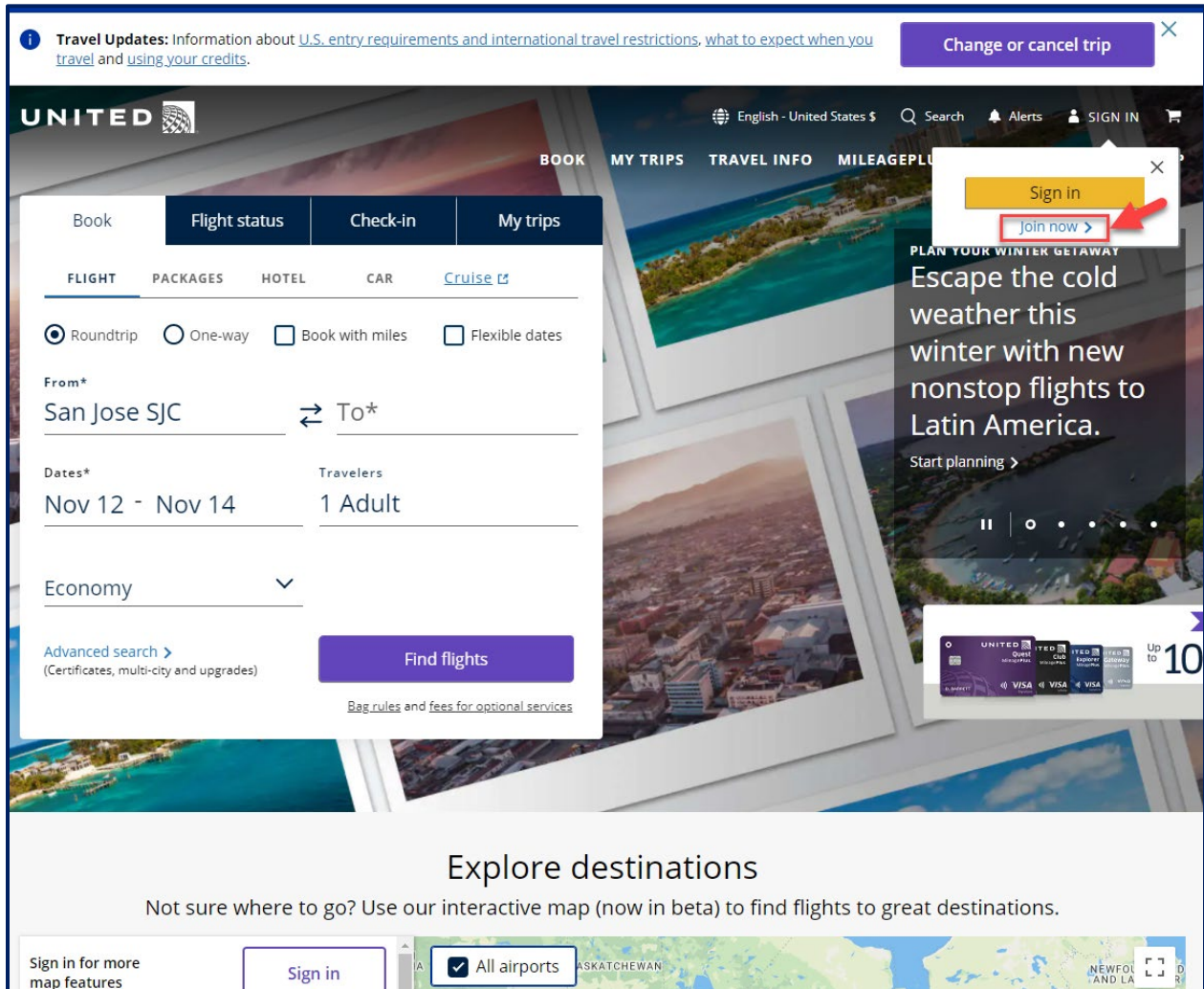
# Enrolling in United Corporate Direct

## How To: Enroll in United Corporate Direct

You can connect your United MileagePlus® number with Concur and your United reservation details will automatically sync to your Concur account.

**Step 1 Join Now on [united.com](https://www.united.com)** Below are screenshots for guidance. Once you've completed the required information for joining, you will receive an email with your United MileagePlus® number. (Please skip to Step 2 if you already have a United MileagePlus® number).

**a. Click Join Now from the home screen**




- b. Enter your name, date of birth and gender (should match your government issued ID) on the “Create Account” page and then click the “Continue” button


## Create account

Start your MileagePlus adventure by creating an account. Our MileagePlus loyalty program is free to join and rewards you with miles when you fly and when you enjoy everyday activities and experiences.


Already have an account? [Login](#)




Earn & redeem miles



Miles never expire



Easily save & manage trips



Quicker check-in

## Tell us about yourself

Please enter your name, date of birth and gender exactly as they appear on your government-issued ID.

**1**

First name

Middle name/initial (Optional)

Last name

Suffix (Optional)

Month  Day  Year

▲ Please enter a valid month, day, and year.

Gender

**2**

- c. Enter your physical address and email address on the “Contact Information” page and then click the “Continue” button

UNITED

English - United States \$ Saved trips Search Alerts SIGN IN

BOOK MY TRIPS TRAVEL INFO MILEAGEPLUS® PROGRAM DEALS HELP

✓ About me 2 Contact info 3 Security

## Contact information

Providing your contact information allows for faster checkout when you book your travel.

Country/region  
United States

Address line 1  
2575 Sand Hill Rd

Address line 2 (Optional)

+ Add another address line

City/town/department  
Menlo Park

State/province/region  
CA

ZIP/Postal code  
94025

Email address  
travel@slac.stanford.edu

I would like to receive MileagePlus marketing emails.

Continue Back to About me

- d. Set your password and security questions on the “Secure Your Account” page and then click the “Agree and Create Account” button

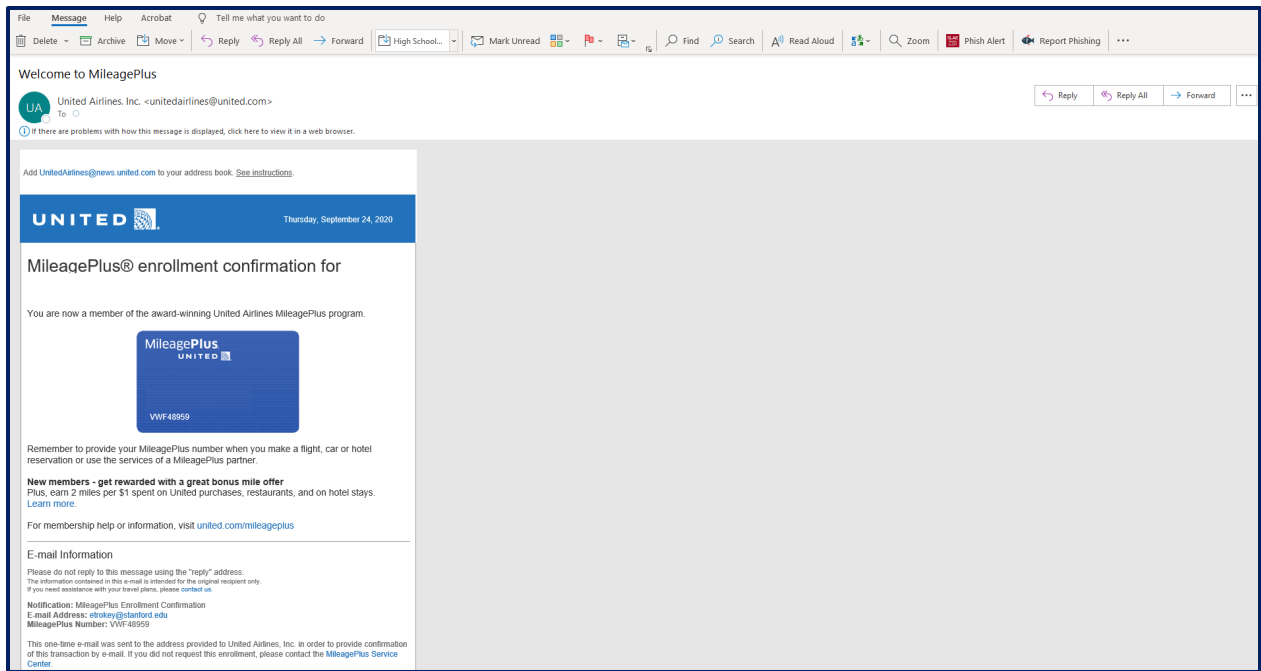
The screenshot shows the United MileagePlus account security page. At the top, there is a navigation bar with the United logo and links for English - United States, Saved trips, Search, Alerts, and SIGN IN. Below this is a secondary navigation bar with links for BOOK, MY TRIPS, TRAVEL INFO, MILEAGEPLUS PROGRAM, DEALS, and HELP. The main content area has a breadcrumb trail: About me, Contact info, and Security. The title is "Secure your account".

Step 1 (Callout 1) points to the "Create a password" section, which includes a "Password" input field with a "Show" button.

Step 2 (Callout 2) points to the "Security questions" section. It includes a paragraph: "We may use security questions to verify your identity when you sign in to your account or if you need to reset your password. Please select security questions and answers from the dropdown menus." Below this are five questions, each with a "Select question" and "Select answer" dropdown menu. At the bottom of this section is a "Terms and conditions" dropdown menu.

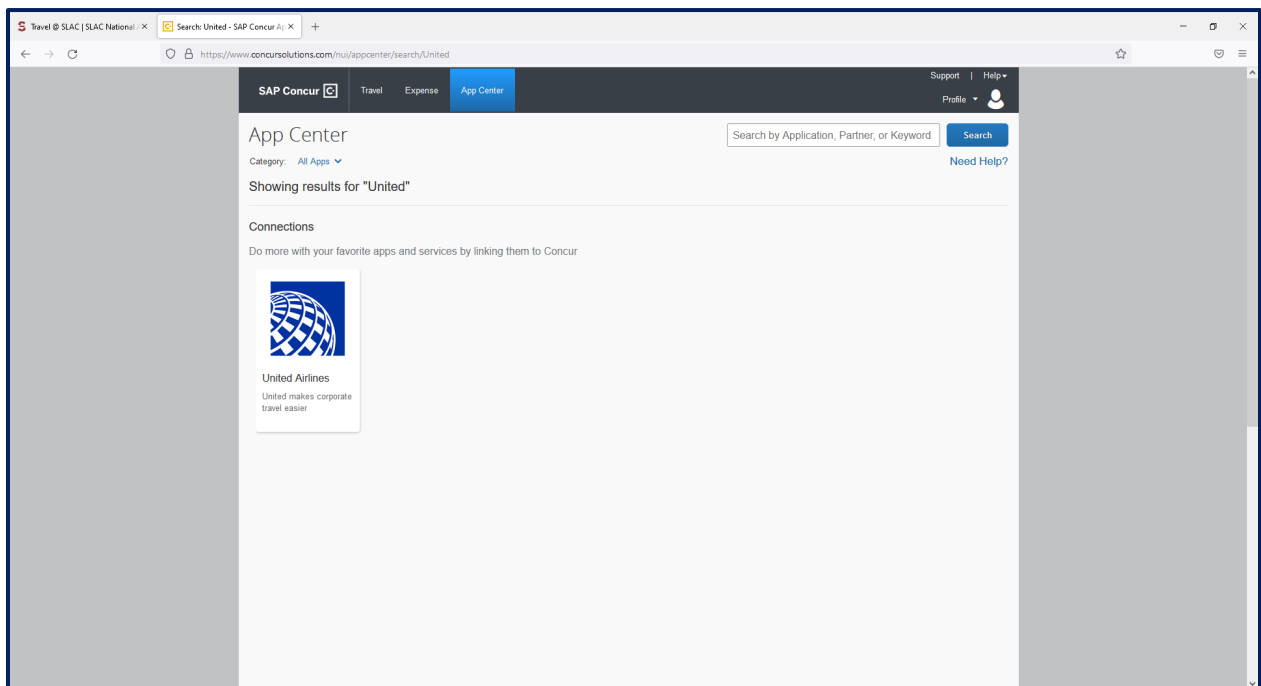
Step 3 (Callout 3) points to the "Agree and create account" button at the bottom of the page. A small note above the button reads: "By selecting 'Agree and create account,' you agree to the Terms and conditions."

e. Receive email from [united.com](https://www.united.com) (example below)

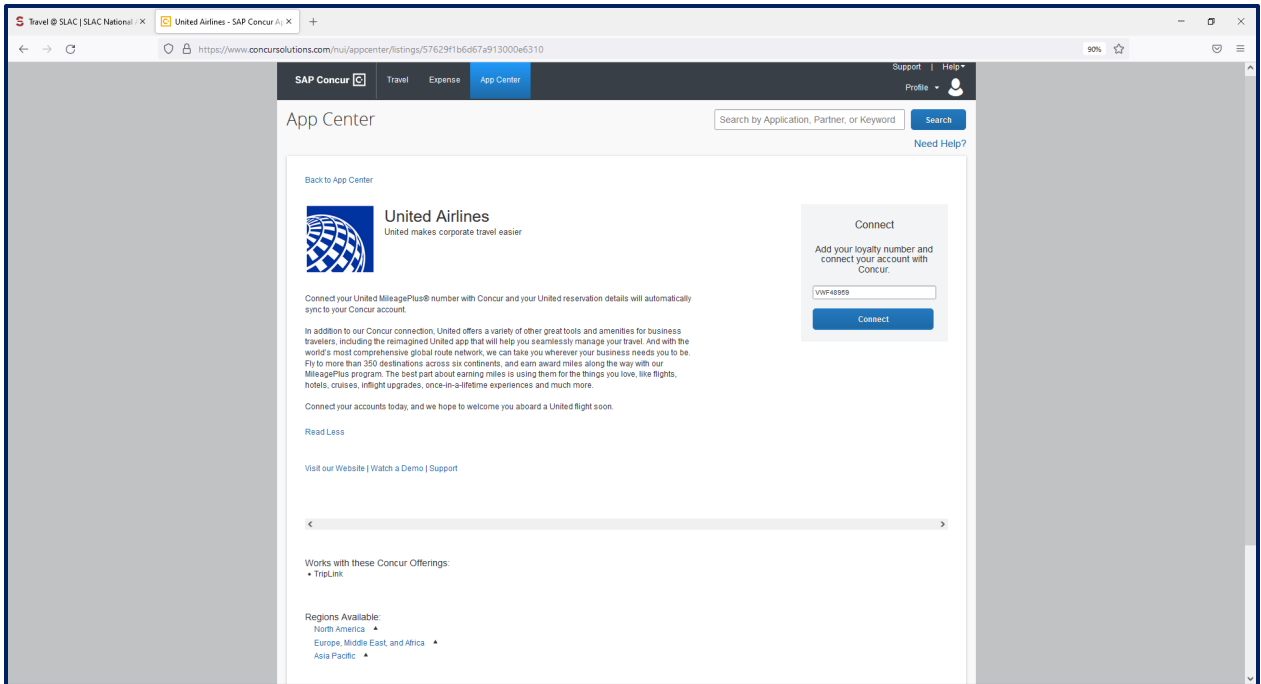


Step 2 Connect your United MileagePlus® number with Concur

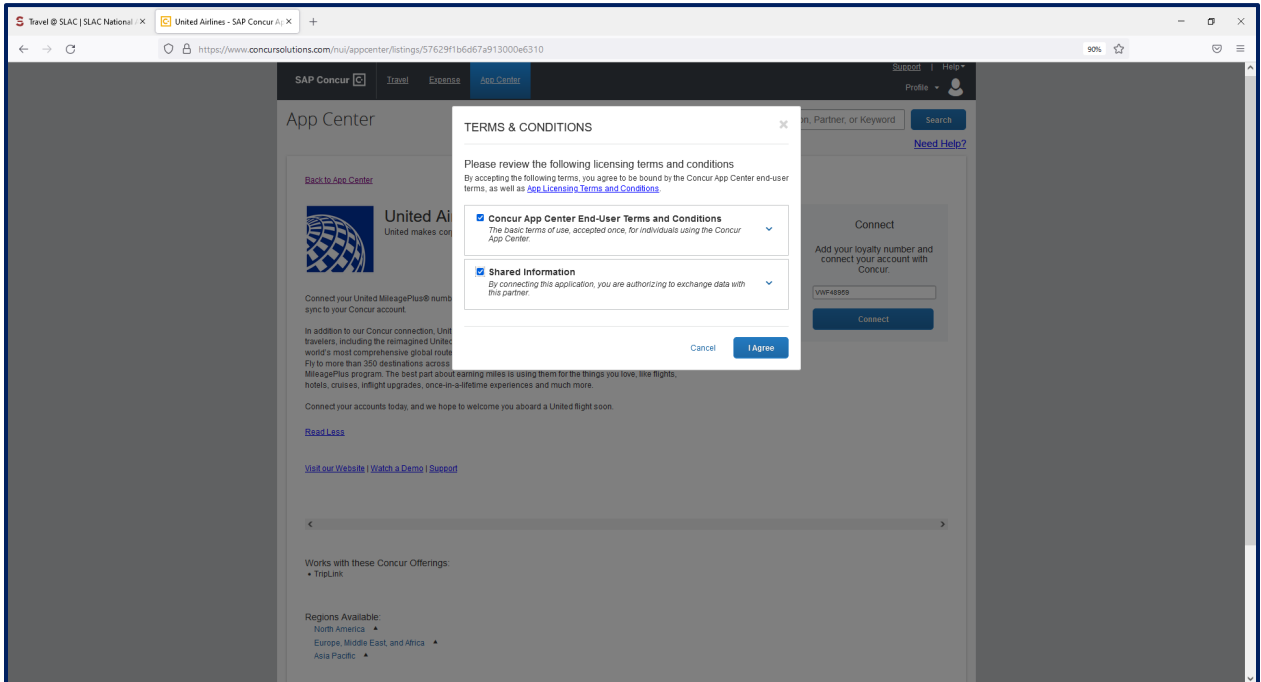
a. Click on the “App Center” in Concur and search for “United”



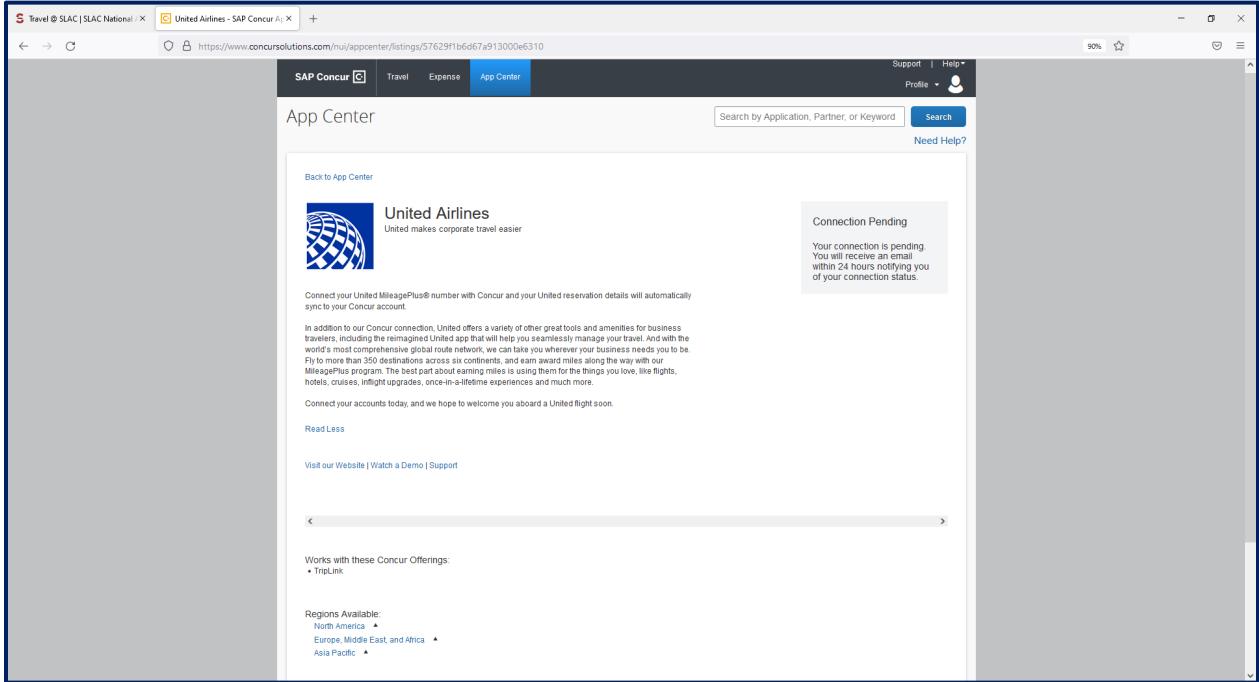
**b. Click on the “United Airlines App” and enter your number to “Connect”**



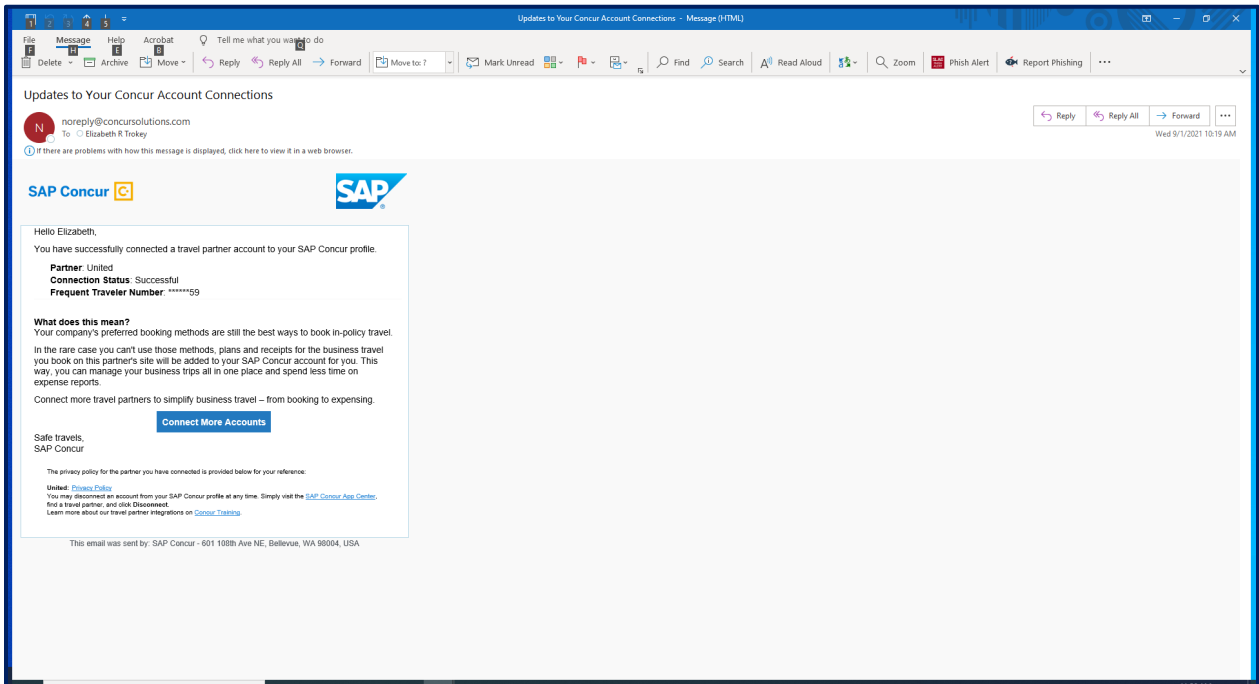
**c. Agree to the Terms & Conditions**



d. Your connection will indicate that it is “Pending” and you should receive an email from Concur within 24 hours



e. Receive email from SAP Concur



### Step 3 Confirm connection in [united.com](https://www.united.com)

#### a. Search for flight using “Business Travel” as the “Program”

The screenshot displays the United.com flight search interface. At the top, there is a navigation bar with the United logo, language and currency settings (English - United States \$), a search bar, alerts, user profile (HI), and miles (0 miles). Below the navigation bar are links for BOOK, MY TRIPS, TRAVEL INFO, MILEAGEPLUS® PROGRAM, DEALS, and HELP. A 'Change or cancel trip' button is visible in the top right corner.

The main search form is titled 'Book' and includes tabs for 'Flight status', 'Check-in', and 'My trips'. Under the 'Book' tab, there are sub-tabs for 'FLIGHT', 'PACKAGES', 'HOTEL', 'CAR', and 'Cruise'. The search form includes options for 'Roundtrip' (selected), 'One-way', 'Book with miles', and 'Flexible dates'. The origin is 'San Jose SJC' and the destination is 'Geneva GVA'. The dates are 'Dec 13 - Dec 17' and the number of travelers is '1 Adult'. The 'Choose your program' dropdown menu is highlighted with a red box and a red arrow, showing 'Business travel' selected. Below the dropdown is a 'Find flights' button and a link for 'Bag rules and fees for optional services'. An 'Advanced search' link is also present.

On the right side of the search form, there is a promotional banner for 'PLAN YOUR WINTER GETAWAY' with the text 'Escape the cold weather this winter with new nonstop flights to Latin America.' and a 'Start planning' link. Below this is another banner for 'The United® Business Card' offering 'Up to 150,000 bonus miles' as a 'Limited-time offer'.

At the bottom of the page, there is a section titled 'Explore destinations' with the text 'Not sure where to go? Use our interactive map (now in beta) to find flights to great destinations.' Below this is a search by map interface with a search bar and two checkboxes: 'All airports' and 'Where I've been'.



b. Validate that "SLAC National Accelerator Laboratory corporate rates are applied."

**UNITED**
United States | English
Saved trips
Contact us
Hi, [Name] | [View Account](#) | [Sign out](#)

**Book now with flexibility**  
Book a flight today and change it with no change fee. Some Basic Economy exceptions apply.  
[Learn more](#)

**EXCLUSIVE OFFER**

**\$250** statement credit  
**35,000** bonus miles

[Learn more >](#)

From **San Jose, CA, US (SJC)**

Departure date **Dec 13, 2021**

To **Geneva, CH (GVA)**

Return date **Dec 17, 2021**

Search by: Price [Update](#)

[Advanced search](#)

**Nearby airport**

Check flights at airports near SJC. [Search nearby](#)

**Save \$1,404 roundtrip**

Leave on Fri, Dec 10 instead. [See flights](#)

**Departure: San Jose, CA, US → Geneva, CH**

**1** All fares shown are the total price roundtrip, per person. Fares include taxes and fees. Additional bag charges apply.

**SLAC National Accelerator Laboratory corporate rates applied. Please check your corporate travel policy.**

**1** United flights may be listed first.

Fri 12/10 \$491	Sat 12/11 \$1,936	Sun 12/12 \$1,936	Mon 12/13 <b>\$1,895</b>	Tue 12/14 \$1,895	Wed 12/15 \$1,978	Thu 12/16 Not available
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With stops **\$1,895** [Choose connecting airports](#) [Show fare type comparison ?](#)

Sort flights by: **Best match**

Depart	Arrive	Stops	Duration	Economy	Economy (fully refundable)	Premium Economy	Business	
Mon, Dec 13 12:50 pm	Tue, Dec 14 1:00 pm	2 stops	15h 10m	> Details > Seats	Corporate fare Roundtrip <b>\$1,932</b>	Roundtrip \$2,476	Mixed cabin Corporate fare Roundtrip \$2,280	Corporate fare Roundtrip \$9,916
Includes Travel Operated By Lufthansa , Lufthansa Cityline				<a href="#">Select</a>	<a href="#">Select</a>	<a href="#">Select</a>	<a href="#">Select</a>	
Mon, Dec 13 12:50 pm	Tue, Dec 14 2:15 pm	2 stops	16h 25m	> Details > Seats	Corporate fare Roundtrip <b>\$1,932</b>	Roundtrip \$2,476	Mixed cabin Corporate fare Roundtrip \$2,280	Corporate fare Roundtrip \$9,916
Includes Travel Operated By Lufthansa , SWISS International Airlines				<a href="#">Select</a>	<a href="#">Select</a>	<a href="#">Select</a>	<a href="#">Select</a>	