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 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
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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.

First name: SLAC
Middle name/initial (Optional): [欄位]
Last name: [欄位]
SUFFIX (Optional): [欄位]
Gender: [欄位]

[Continue] [Cancel]
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c. Enter your physical address and email address on the “Contact Information” page and then click the “Continue” button
d. Set your password and security questions on the “Secure Your Account” page and then click the “Agree and Create Account” button
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e. Receive email from united.com (example below)

![Image of email confirmation]

Step 2 Connect your United MileagePlus® number with Concur

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

![Image of Concur App Center]
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
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**Step 3** Confirm connection in [united.com](http://united.com)

a. Search for flight using “Business Travel” as the “Program”
b. Validate that “Discounts are applied.”