

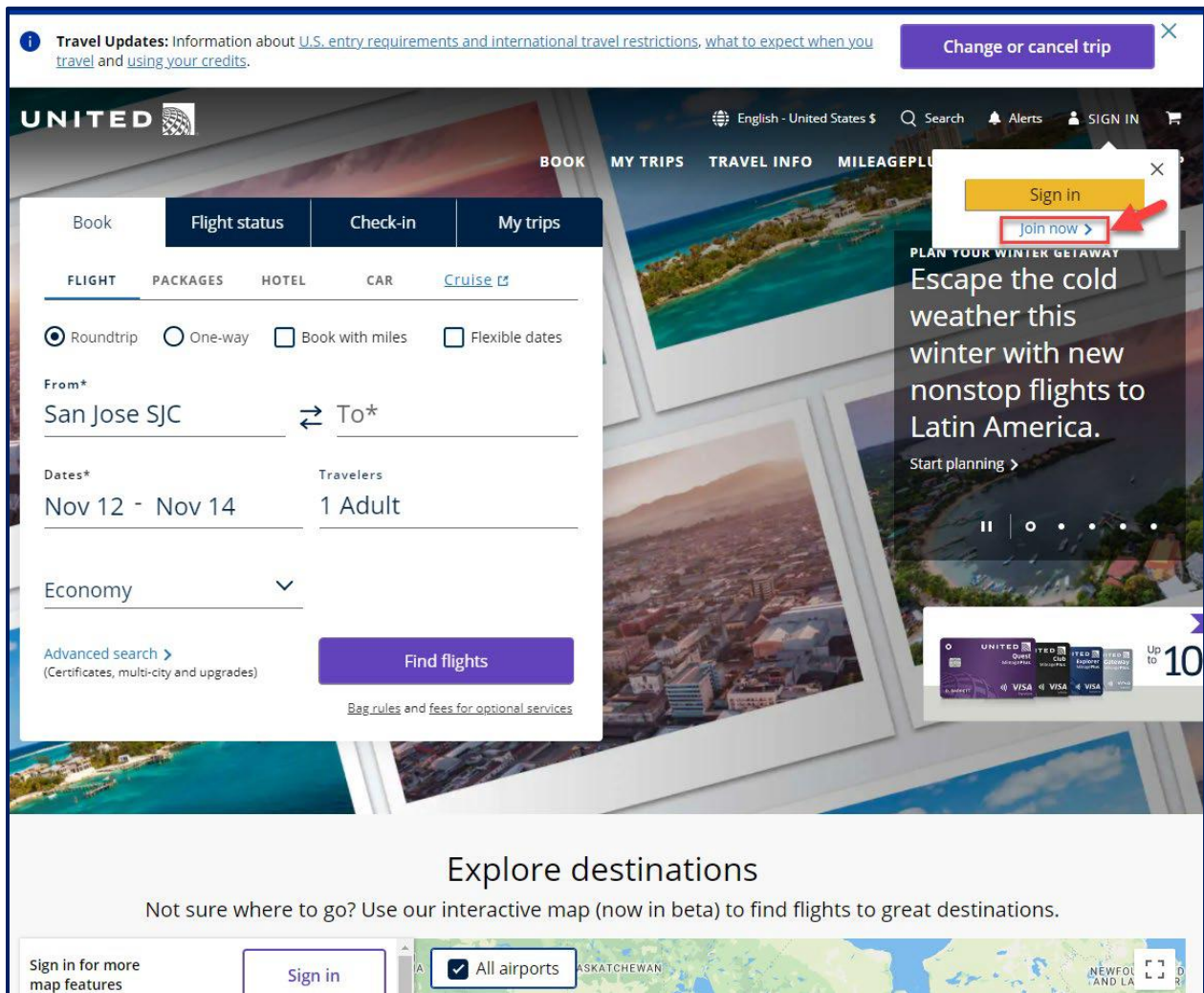
Enrolling in United Corporate Direct

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




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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.

1

First name

Middle name/initial (Optional)

Last name

Suffix (Optional)

Month Day 1962

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

Gender

2

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- 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

would like to receive MileagePlus marketing emails.

Continue Back to About me

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

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

BOOK MY TRIPS TRAVEL INFO MILEAGEPLUS PROGRAM DEALS HELP

✓ About me ✓ Contact info **3** Security

Secure your account

Create a password **1**

Password Show

Security questions **2**

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.

Question 1

Select question

Select answer

Question 2

Select question

Select answer

Question 3

Select question

Select answer

Question 4

Select question

Select answer

Question 5

Select question

Select answer

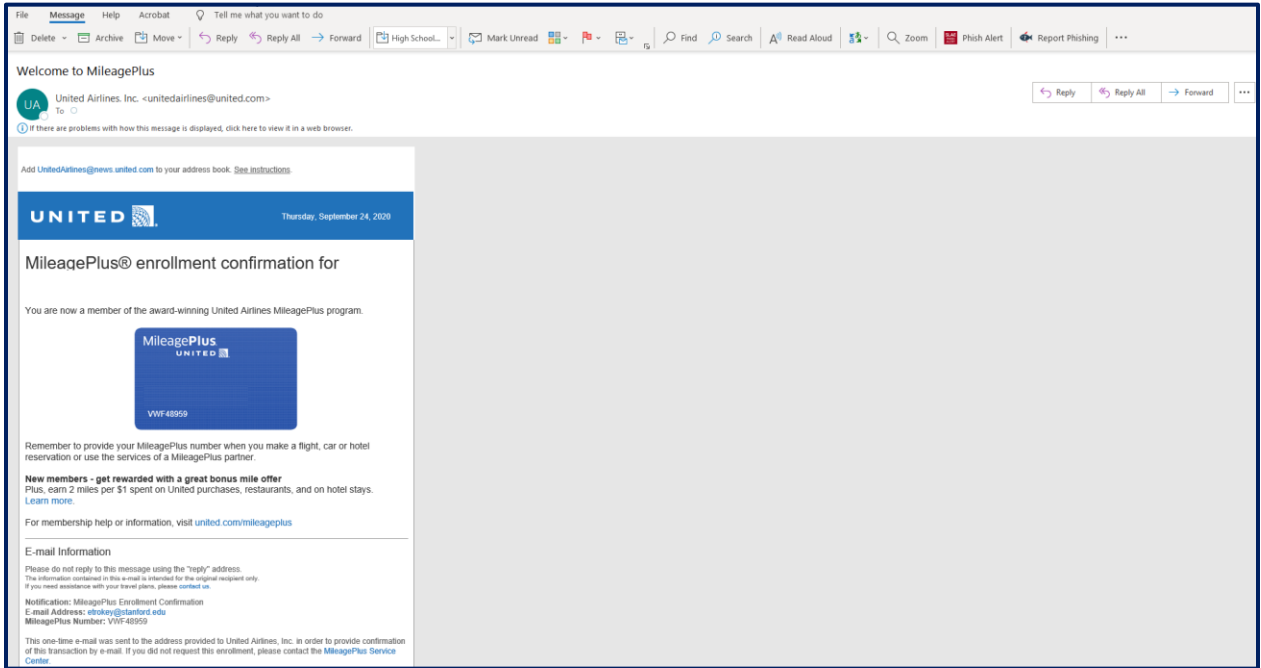
Terms and conditions

By selecting "Agree and create account," you agree to the terms and conditions.

3 Agree and create account Back to Contact info

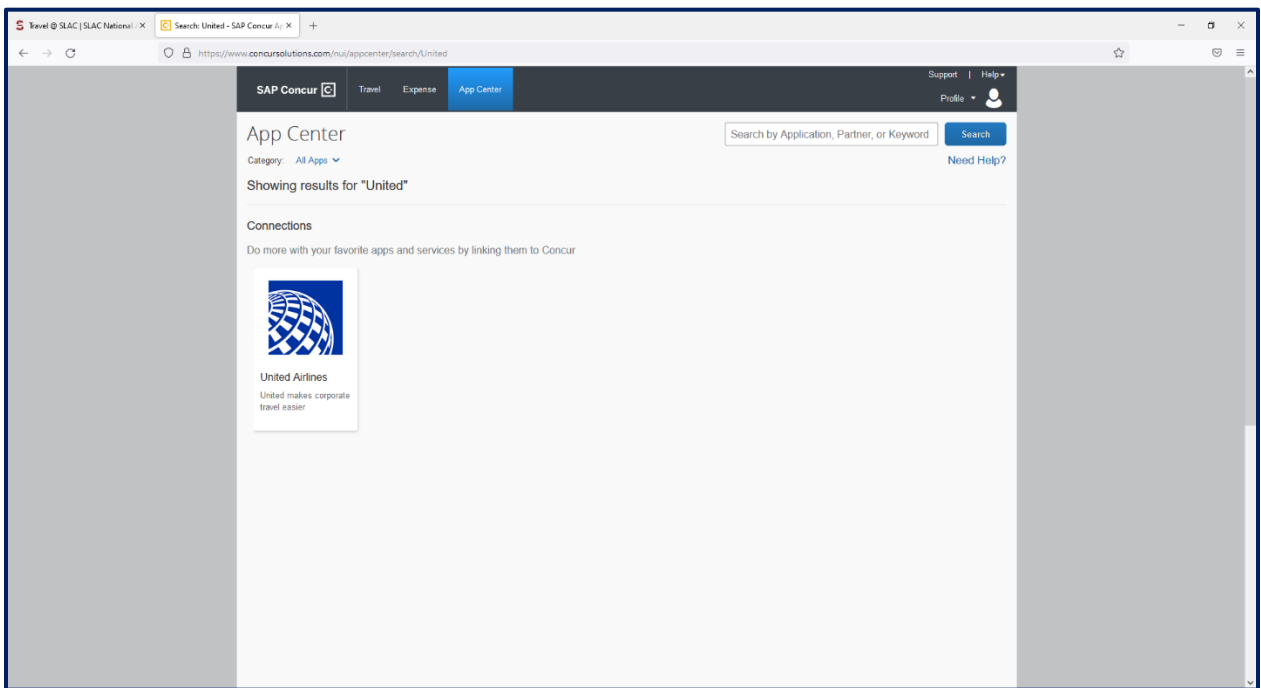
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e. Receive email from united.com (example below)



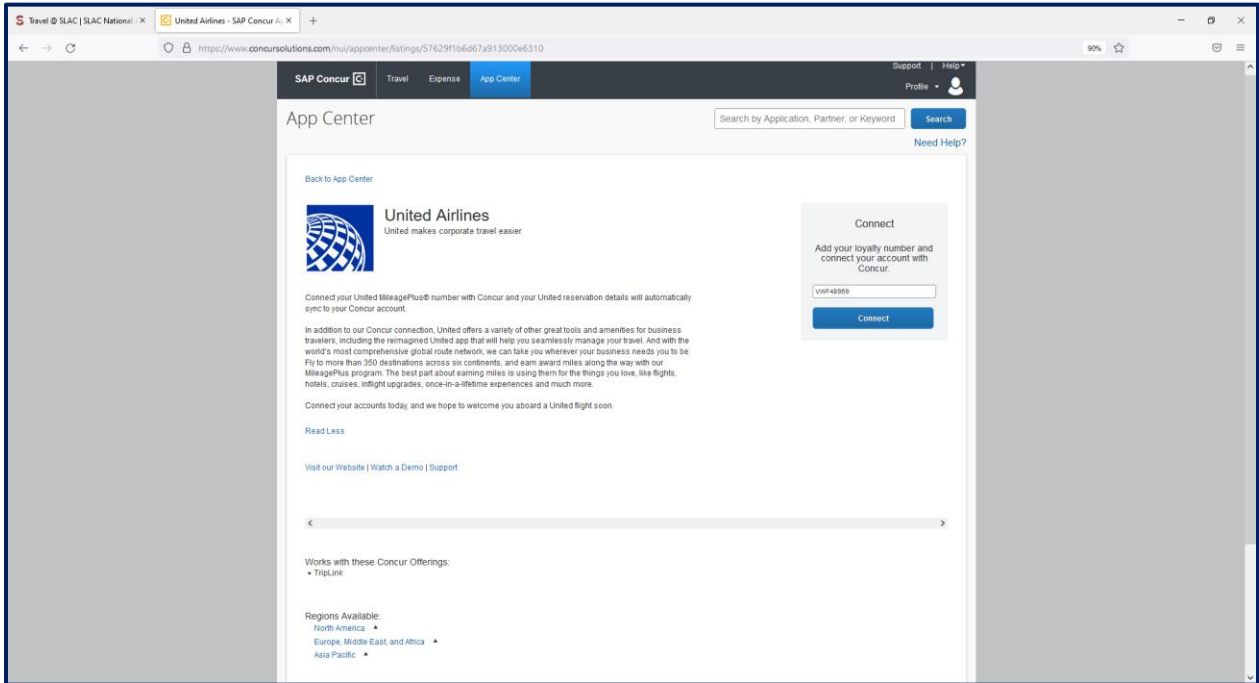
Step 2 Connect your United MileagePlus® number with Concur

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

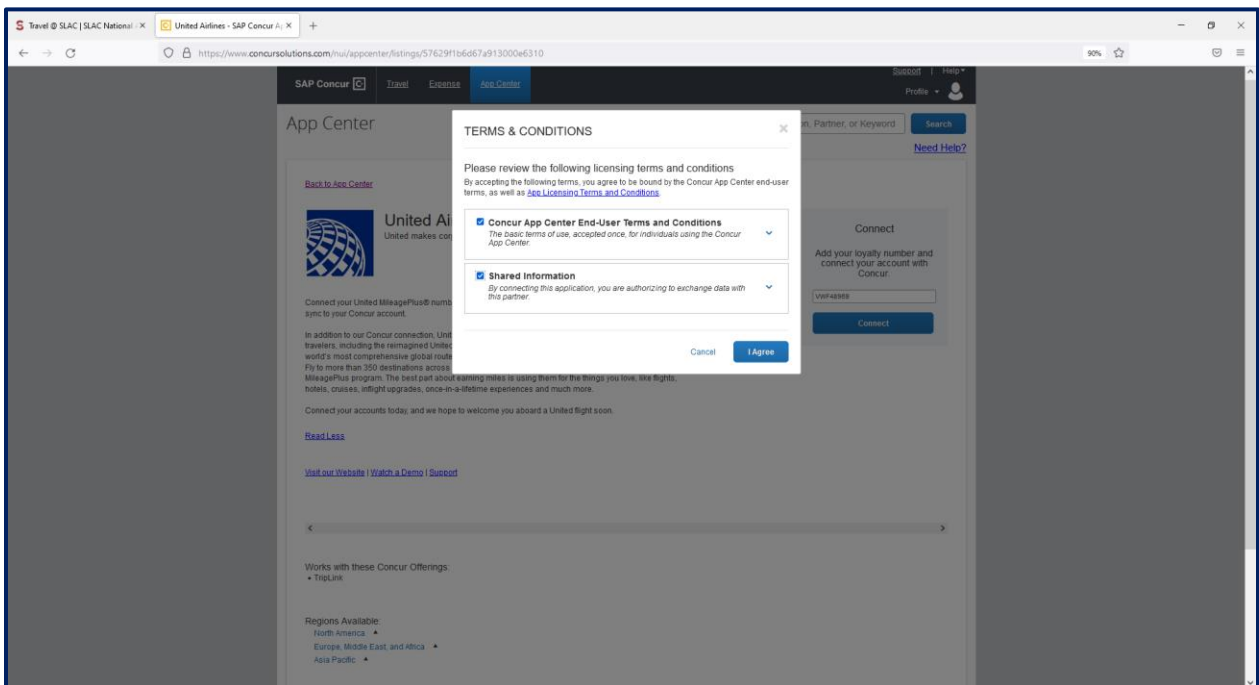


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b. Click on the “United Airlines App” and enter your number to “Connect”

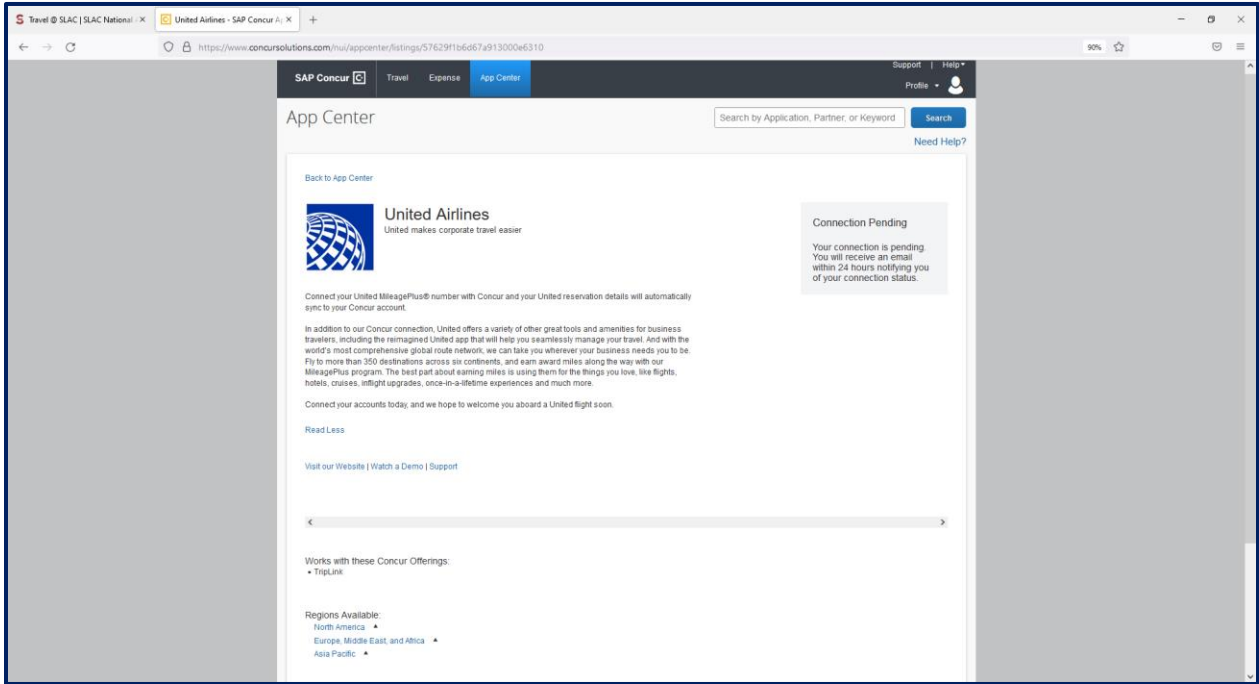


c. Agree to the Terms & Conditions

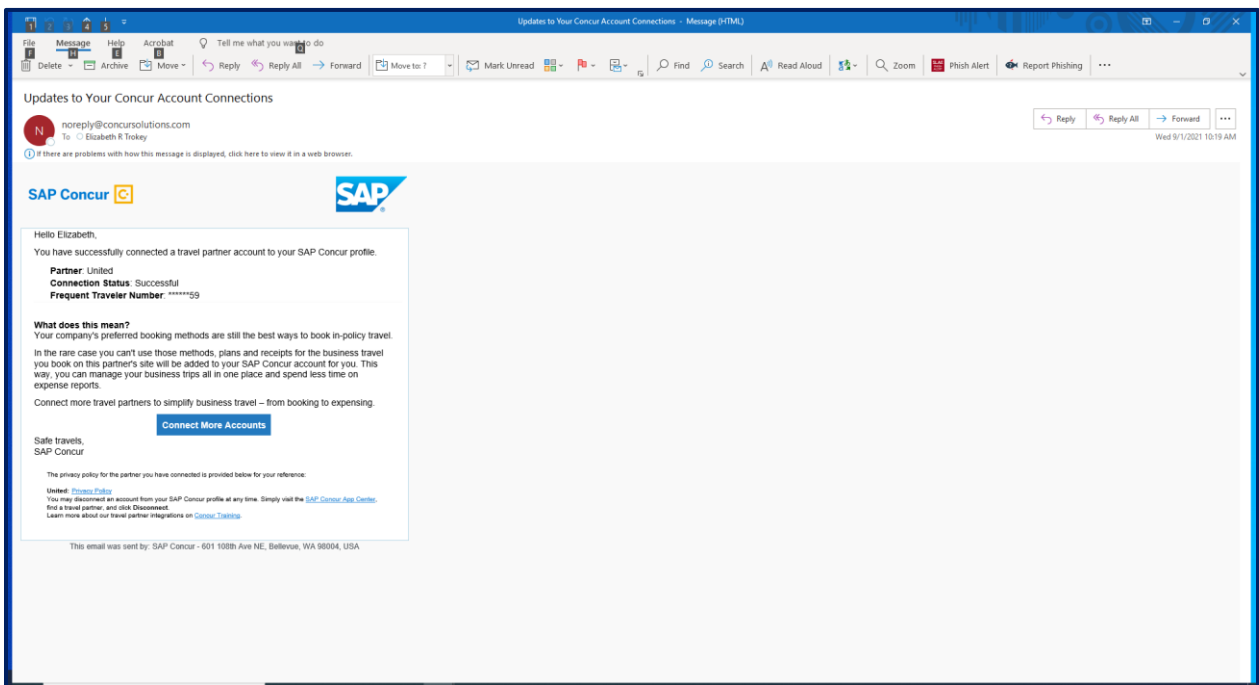


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- d. Your connection will indicate that it is “Pending” and you should receive an email from Concur within 24 hours



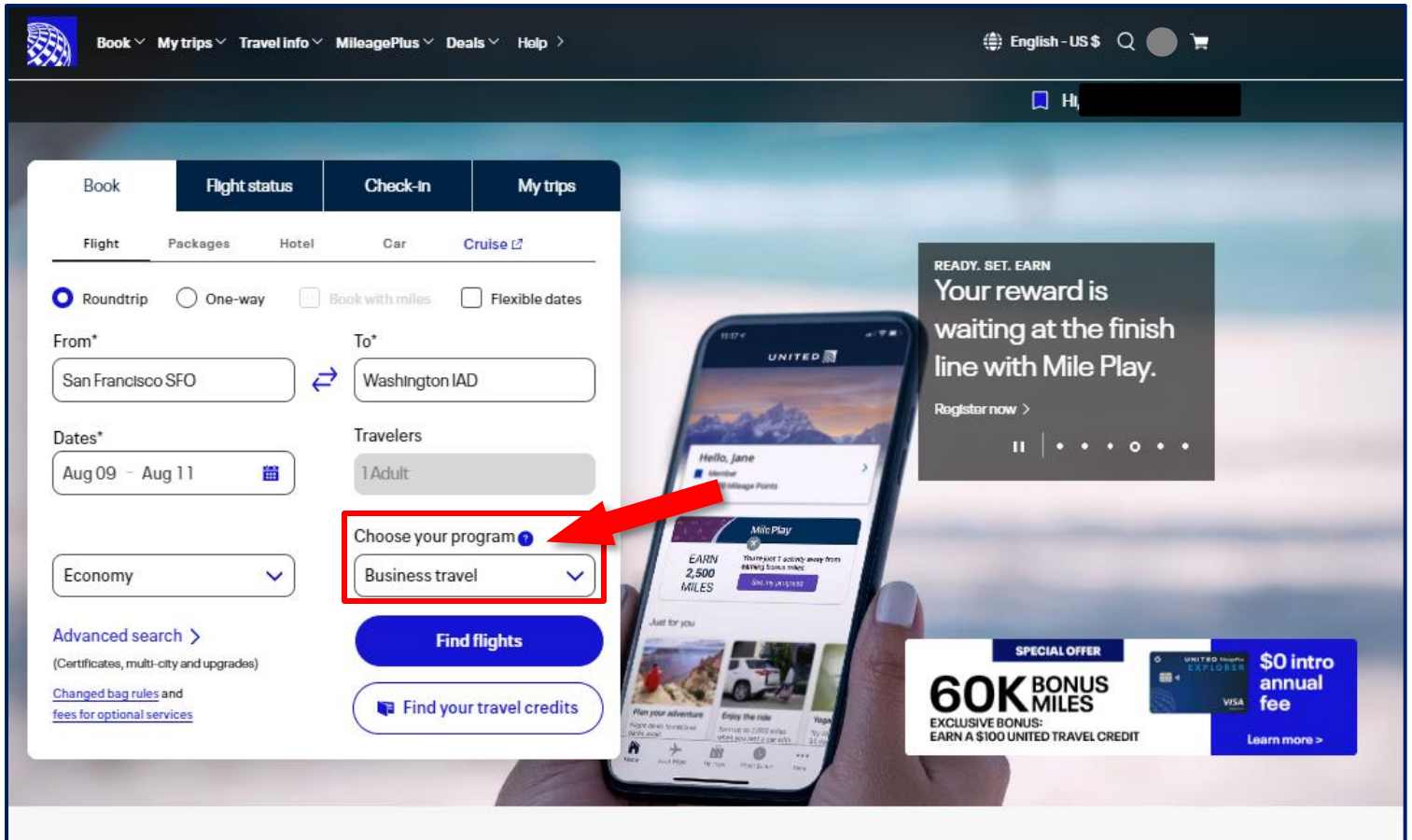
- e. Receive email from SAP Concur



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

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



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b. Validate that "Discounts are applied."

The screenshot shows the United website interface for a flight search from SFO to IAD on August 9. The search parameters are: From: SFO (San Francisco, CA, US), To: IAD (Washington, DC, US), Dates: Aug 9 - Aug 11, Travelers: 1 Adult, Show price in: Money. The page displays three flight options, each with a table of fare types. A red box highlights the 'Discount applied' status for all fare types across all three flight options.

Flight Details	Basic Economy (most restrictive)	Economy	Economy (fully refundable)	Economy Plus (extra legroom)	Business/First
NONSTOP 8:15 AM SFO → 4:20 PM IAD 5H, 5M UA 2497 (Boeing 777-200) 294 kg CO ₂	Roundtrip \$657 Discount applied	Roundtrip \$751 Discount applied	Roundtrip \$855 Discount applied	Roundtrip \$1,119 Discount applied	Roundtrip \$2,268 Discount applied
NONSTOP 11:15 AM SFO → 7:29 PM IAD 5H, 14M UA 1449 (Boeing 757-300) 251 kg CO ₂	Roundtrip \$657 Discount applied	Roundtrip \$751 Discount applied	Roundtrip \$855 Discount applied	Roundtrip \$1,119 Discount applied	Roundtrip \$1,541 Discount applied
NONSTOP 1:10 PM SFO → 9:13 PM IAD 5H, 3M UA 1738 (Boeing 787-8 Dreamliner) 252 kg CO ₂	Roundtrip \$657 Discount applied	Roundtrip \$751 Discount applied	Roundtrip \$855 Discount applied	Roundtrip \$1,119 Discount applied	Roundtrip \$1,616 Discount applied