

Atmos™ for Business User Guide

Explore our guides to find extended information on how to enroll, add travelers, and more.

For additional support send us an email at atmosforbusiness@atmosrewards.com, visit our FAQ page, or call us toll-free at 1-888-327-2755.

How to Enroll your Business

Your first steps to creating an Atmos™ for Business company account.

[Download guide \(PDF\)](#)

How to add Travelers

A step-by-step guide on how to add travelers to your company profile in Atmos™ for Business.

[Download guide \(PDF\)](#)

How to add Payment

A quick overview on how to set up payment options within your Atmos™ for Business account and assign payment to different teams or travelers.

[Download guide \(PDF\)](#)

General questions

What is Atmos for Business?

Atmos for Business is a free business booking tool that makes it easy to book and manage company-related travel.

Do I have to be an Atmos Rewards member to use Atmos for Business?

Yes, all Atmos for Business members must be Atmos Rewards members.

How do I access Atmos for Business?

To access the Atmos for Business portal, visit <https://business.alaskaair.com>.

Bookings through Atmos for Business will be available on alaskaair.com in September.

Are there set-up costs, or usage fees to use Atmos for Business?

No, there are no costs to your company for the set-up or usage of Atmos for Business.

We have offices and employees in other cities. Will Atmos for Business work for us?

Yes, Atmos for Business makes it easy for you to manage offices across the country. By utilizing the program's unique grouping feature, you can group travelers by a number of factors, including office location, department, or team.

What if we have questions or problems with the site?

If you need to make a change to your flight reservation that is not available online, encounter problems with the website or logging into your Atmos for Business account, please call our Commercial desk at 1-800-327-2755 available 24/7. If you encounter problems enrolling in an Atmos for Business account, please email our dedicated Atmos for Business customer care team at atmosforbusiness@atmosrewards.com.

If you encounter problems with the website or your Atmos for Business account, please email our dedicated Atmos for Business customer care team at atmosforbusiness@atmosrewards.com.

For urgent needs or to have your password reset, you can call customer care at 1-800-654-5669 between 8:00am and 5:45pm Monday through Friday, and between 8:00am and 4:45pm PST Saturday.

The Atmos for Business administrator for my company is leaving or has left the company. How does my company assign a new Atmos for Business administrator?

One of the current administrators or the primary administrator can designate another

I used to have an EasyBiz Corporate Travel account. Did my business miles carry over?

Yes, your miles carried over and are now referred to as points. See our Atmos Rewards page for more information.

What are the different user types?

There are three main types of users on Atmos for Business: the primary administrator, administrator, and traveler. Each account must have an administrator and will default to the primary person who set up the company account. The primary administrator or administrator can be updated at any time.

What is the difference between a primary administrator, administrator, and a traveler?

The main difference between the three user types is access to the account portal. Only primary administrators and administrators have access to the company portal and Atmos Rewards information for the account. All user types can book travel for anyone.

We have multiple cards used for airline purchases. How can I manage multiple cards for multiple Atmos for Business users?

Multiple payment options can be uploaded and assigned to individuals or groups.

How do I add additional users to Atmos for Business?

Employees can be added with the "Add Employee" button within the account portal. Employees can be added as administrators or travelers. Make sure to invite users through their company email address, or another dedicated email domain. An email will be sent to the invited user(s) which enables linking to their personal Alaskaair.com login. Alternatively, a link can be generated and distributed.