

San Diego, California



USER GUIDE:

How to add Travelers

ATMOS
FOR BUSINESS



Alaska
AIRLINES

HAWAIIAN
AIRLINES

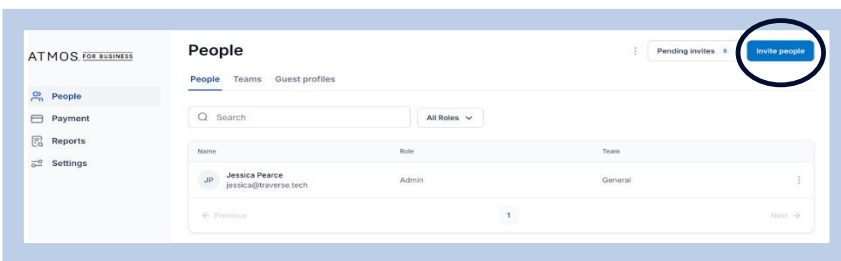
As an Administrator, you can add travelers to the Atmos™ for Business portal using one of three methods:

1. Individually invite users via email
2. Use a shared link for employees
3. Bulk upload travelers to the portal

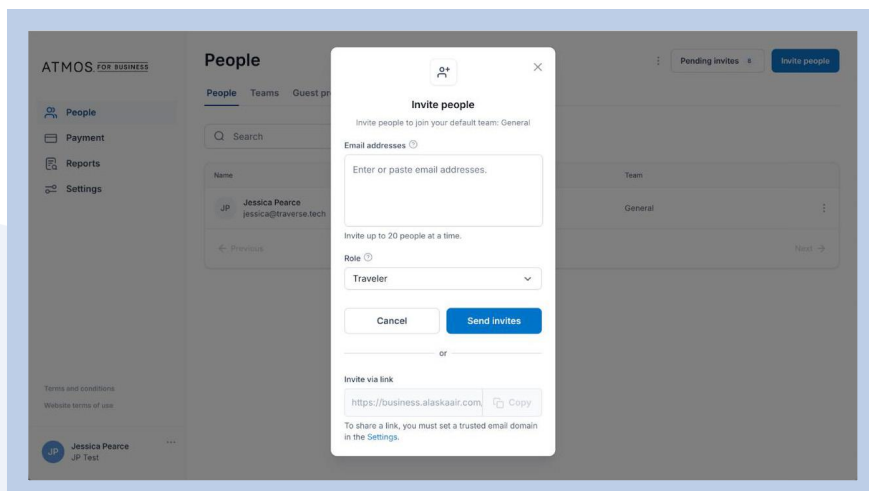
We will explore each of these options in more detail below:

1. Email invitation

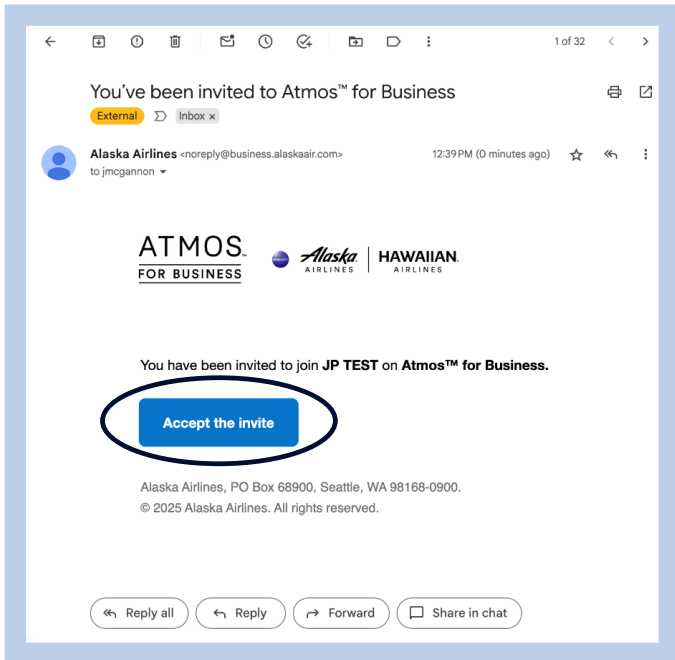
Once logged into Atmos for Business, open the Business Portal. You will arrive at the People section (as pictured below). Click the 'Invite people' button at the top right corner to add travelers. From here, you can also view pending invites.



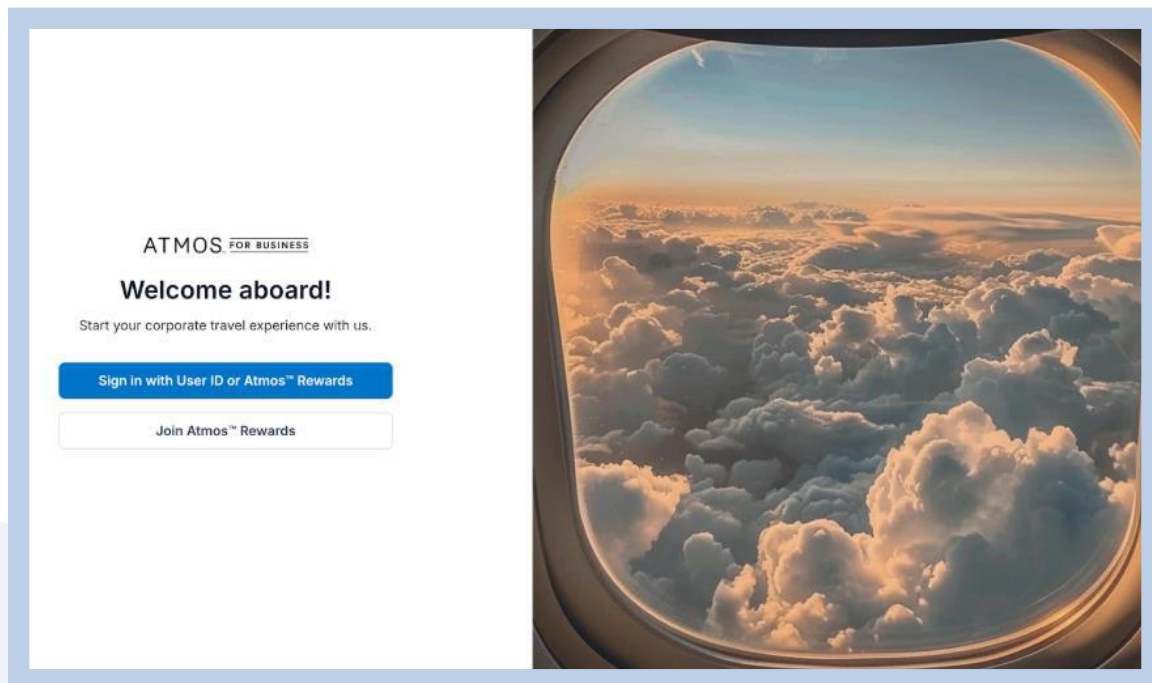
Once you click 'Invite people', you'll be prompted to enter the employee's email and select their role as either Traveler or Administrator for your organization's account. Then, click 'Send invites' to generate the emails. Note: You can assign multiple Administrators who will have access to book travel, manage payments and view reports.



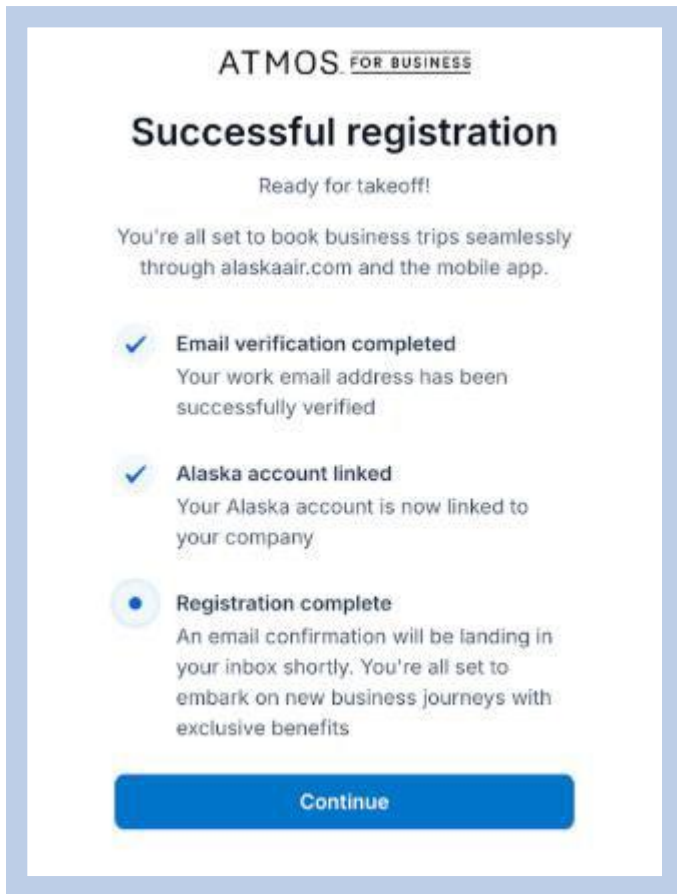
After your invitation is sent, your appointed Traveler or Administrator will receive the following email:



From here, the invited user will be asked to accept the invitation. To sign in, they will need an Atmos Rewards account number. Those without an account can enroll during setup.

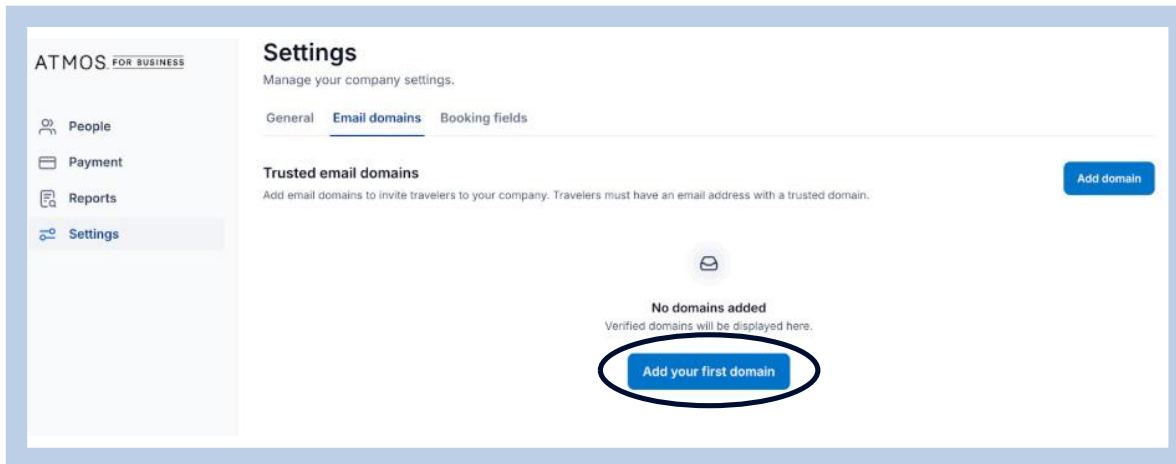


After successfully registering, the user will see the following message:

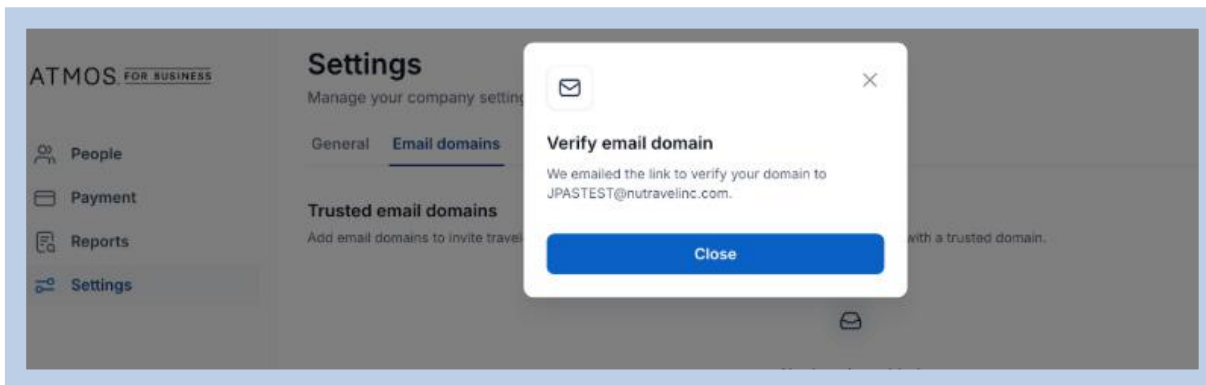


2. Shared link

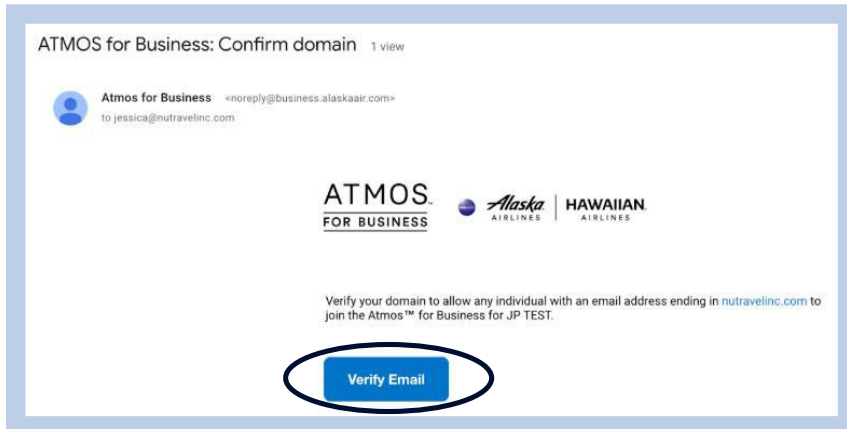
A shared link expedites the invitation process. First, an email domain needs to be added and activated to create a shared link. From the Business Portal, click Settings. Under the second tab titled 'Email domains', you can select 'Add your first domain' and enter your company email address.



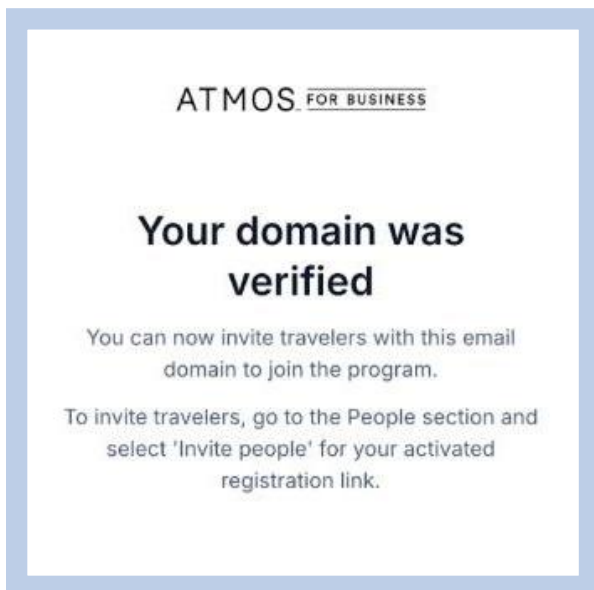
This will generate an email for you to verify your domain.



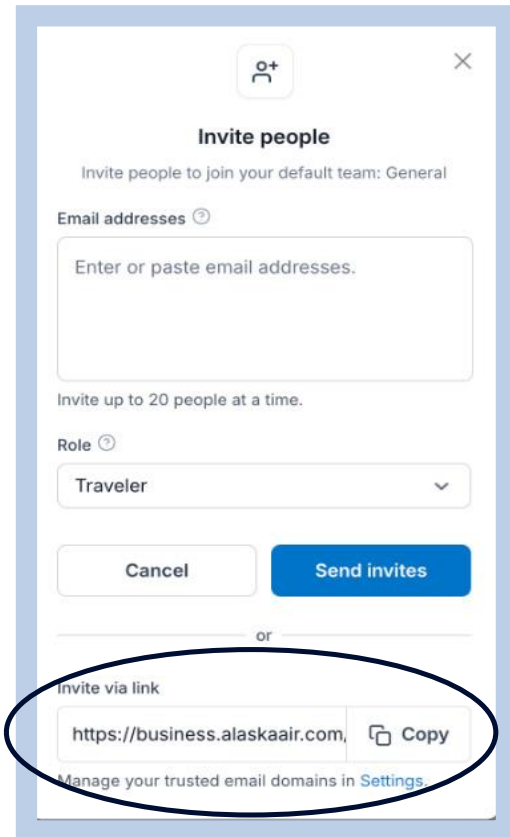
You will then receive a confirmation email. Click the 'Verify email' button.



After verifying your email, the following message will be deployed:



When users click the link, they will be directed to the registration page (shown below), prompting them to enter their company email address.



Invite people

Invite people to join your default team: General

Email addresses ⓘ

Enter or paste email addresses.

Invite up to 20 people at a time.

Role ⓘ

Traveler

Cancel Send invites

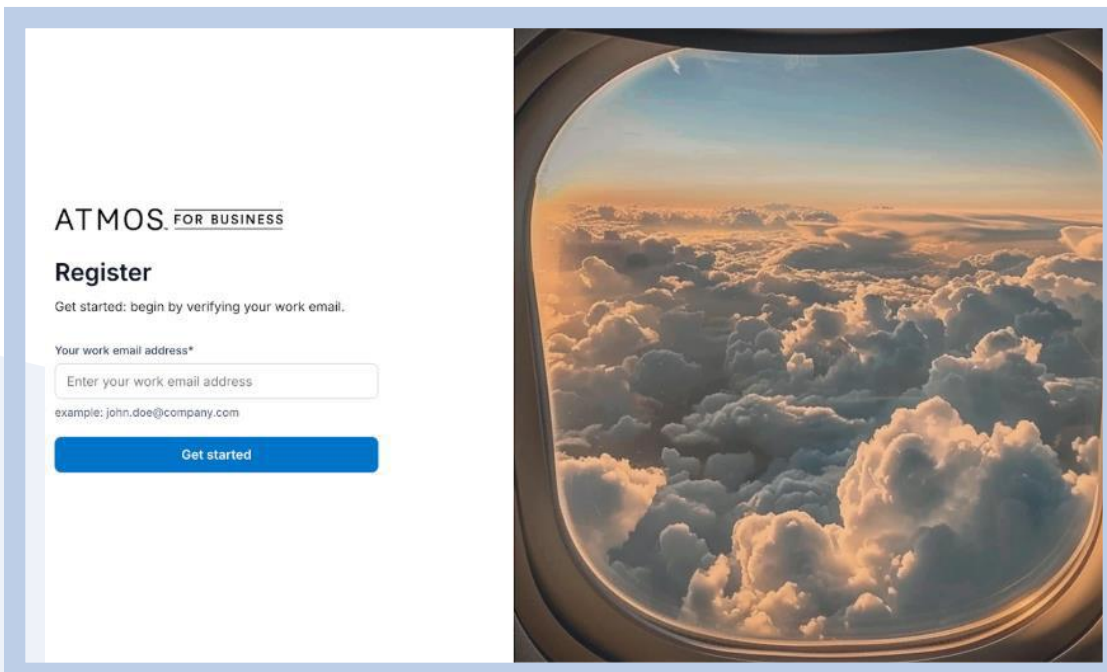
or

Invite via link

https://business.alaskaair.com, Copy

Manage your trusted email domains in [Settings](#)

Now your domain is activated. Return to the People section of the portal, then click 'Invite people' to generate a link. Copy the URL to send to your users.



ATMOS FOR BUSINESS

Register

Get started: begin by verifying your work email.

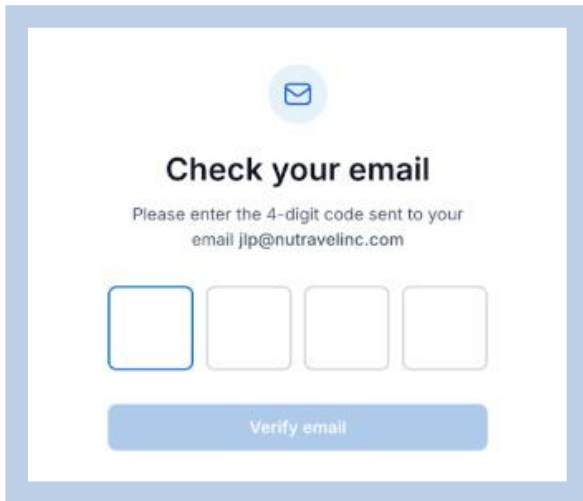
Your work email address*

Enter your work email address

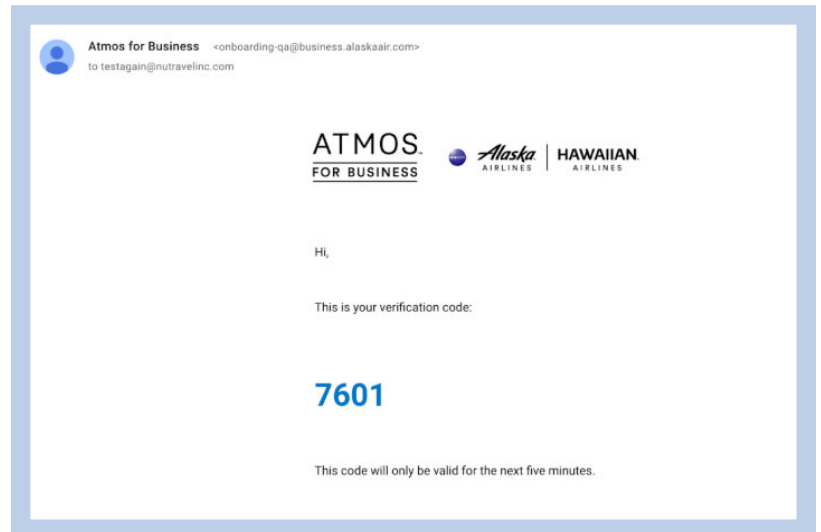
example: john.doe@company.com

Get started

Your travelers will need to check their emails to verify their access:

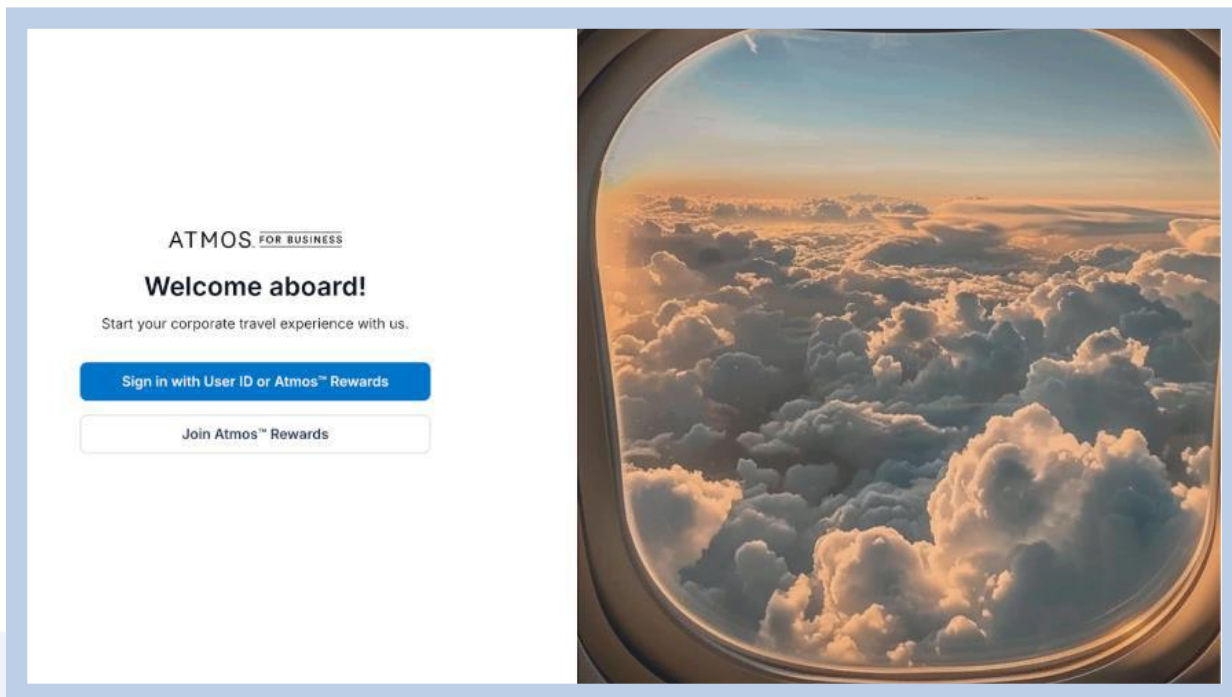


The screen displays an email icon at the top. Below it, the heading "Check your email" is followed by the instruction "Please enter the 4-digit code sent to your email jlp@nutravelinc.com". There are four empty square boxes for entering the code. At the bottom is a blue button labeled "Verify email".



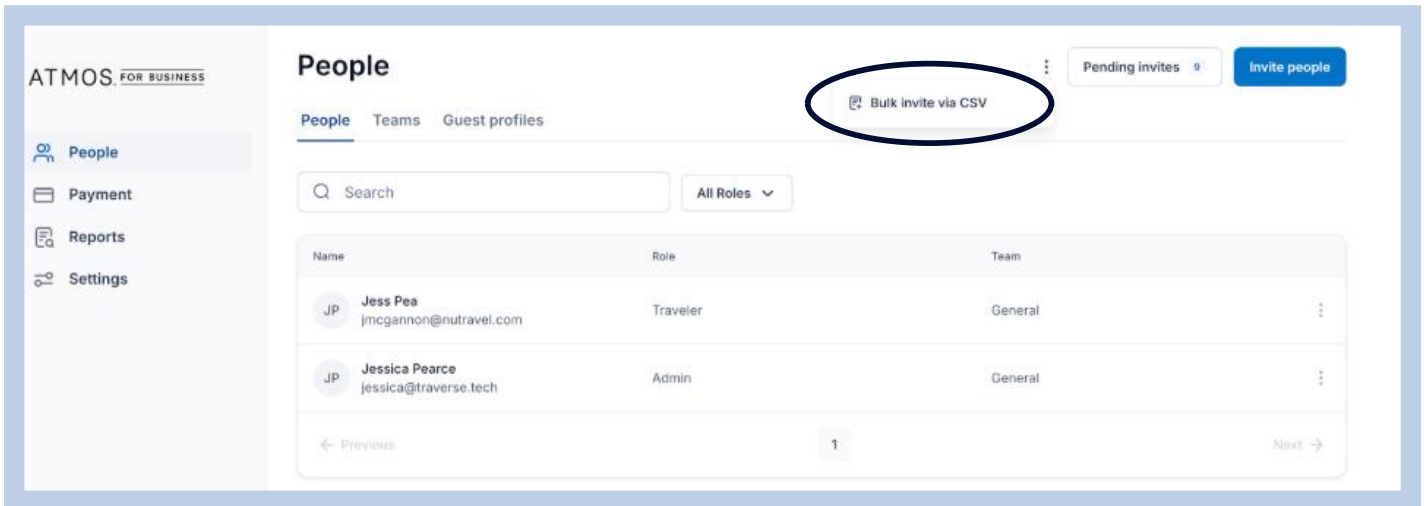
The screen shows the "Atmos for Business" header with contact information: "Atmos for Business <onboarding-qa@business.alaskaair.com> to testagain@nutravelinc.com". Logos for "ATMOS FOR BUSINESS", "Alaska AIRLINES", and "HAWAIIAN AIRLINES" are displayed. The text "Hi," is followed by "This is your verification code:" and the large blue number "7601". At the bottom, it states "This code will only be valid for the next five minutes."

After verifying their email address, users can register for Atmos for Business with their credentials.



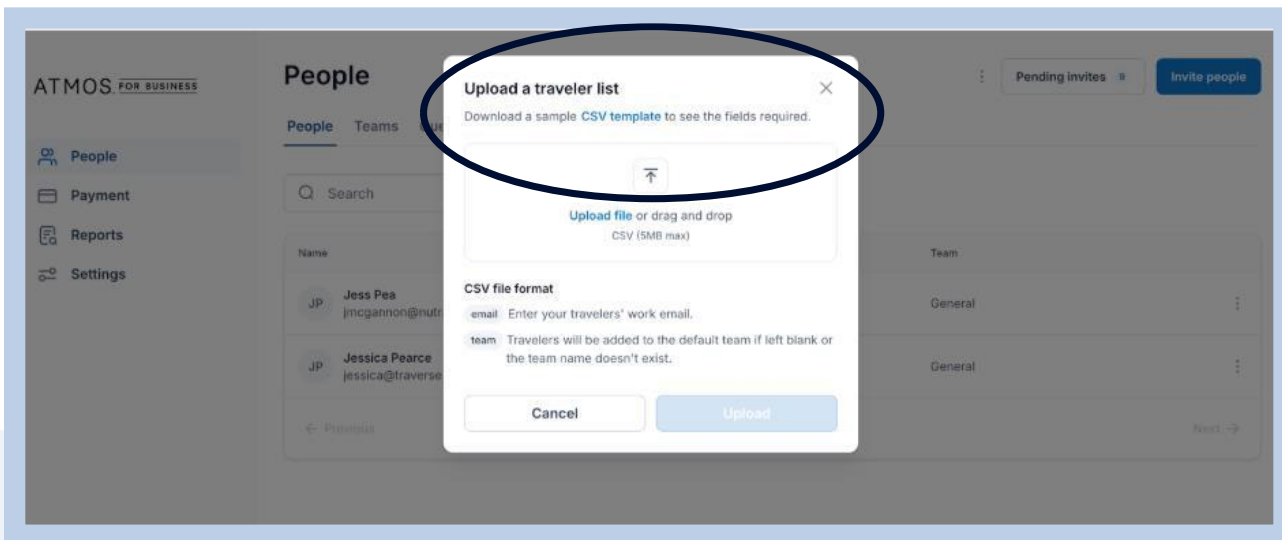
The screen is split into two sections. The left section features the "ATMOS FOR BUSINESS" logo, the heading "Welcome aboard!", and the text "Start your corporate travel experience with us." Below this are two buttons: a blue "Sign in with User ID or Atmos™ Rewards" button and a white "Join Atmos™ Rewards" button. The right section is a large image of a view from an airplane window looking out over a sea of clouds at sunset.

Next, a pop-up window will appear. Download the CSV template to see the fields required and where team assignments can be assigned. You can also choose to drag and drop a file.

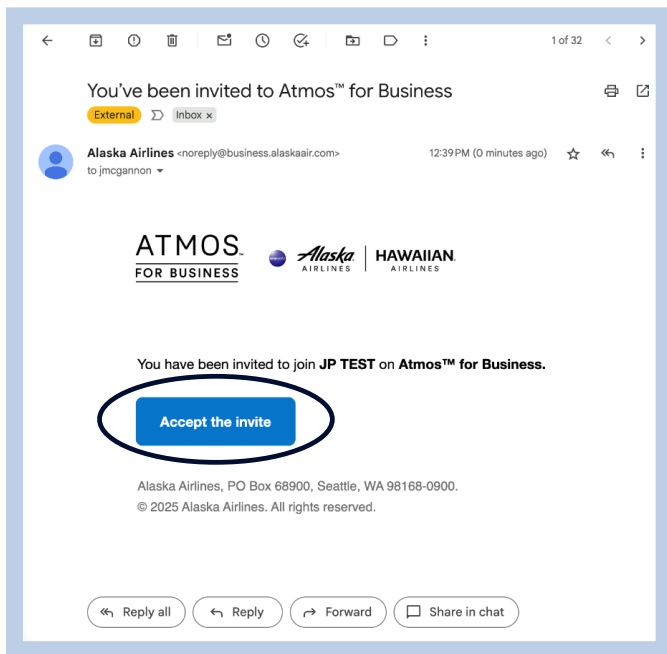


3. Bulk upload

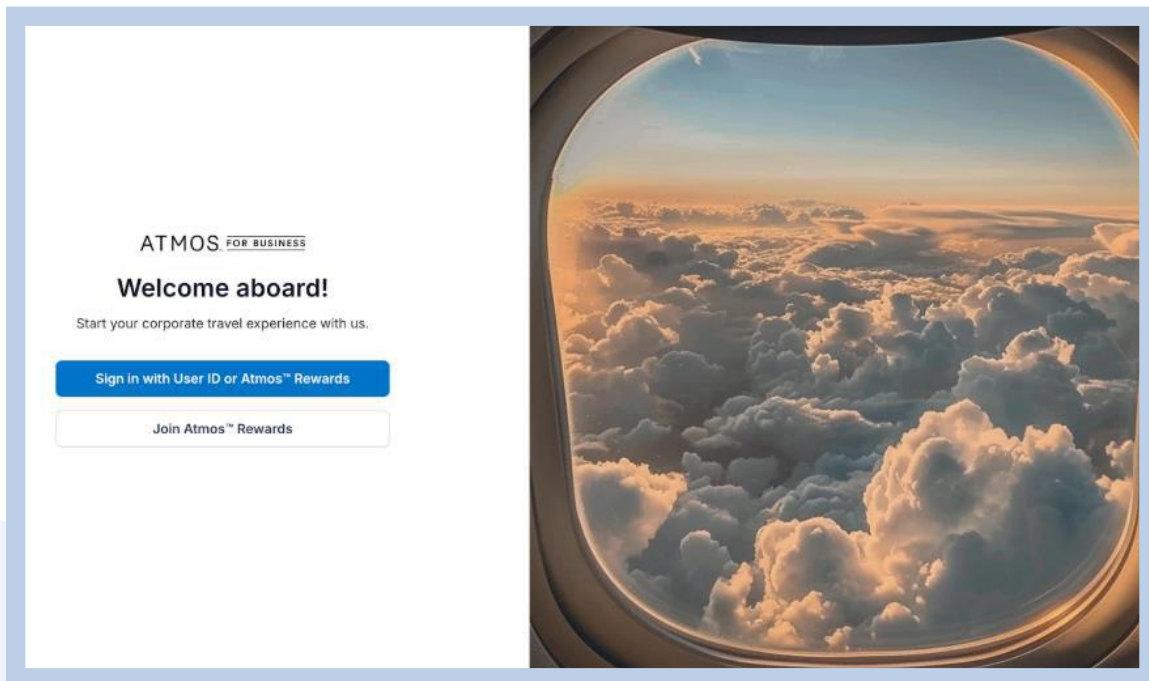
A bulk upload lets you invite users who have different email domains, all at the same time. From the People section of the portal, click the 'Bulk invite via CSV' button.



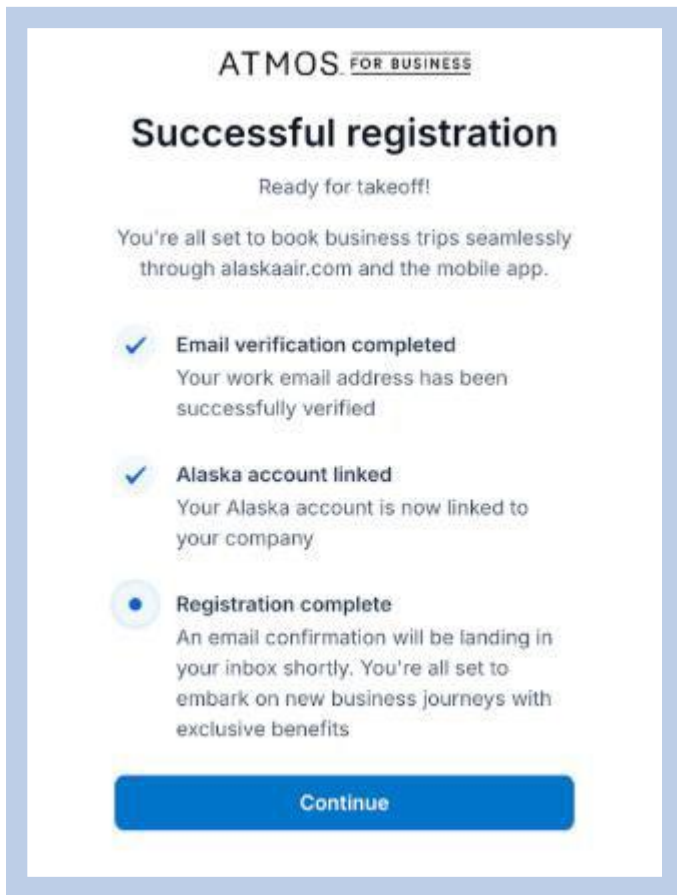
Once your file is uploaded, invites will be sent to the users, prompting them to complete the registration process.



From here, the invited user will be asked to accept the invitation. To sign in, they will need an Atmos Rewards account number. Those without an account can enroll during setup.



After successfully registering, the user will see the following message:



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, Monday through Friday, between 8:00 a.m. and 6:00 p.m. (PT).