



With WestJet's recent launch of its new SabreSonic Reservation System, your **BIZ WEBLink log in has changed**. Please refer to the question below which best applies to you:

I am a BIZ WEBLink user. I've received a JetMail containing a 9 digit code, what do I do now?

1. From [westjet.com](http://westjet.com), select BIZ Travel
2. Enter the given 9 digit code in the WestJet ID field.
3. Leave the password field blank, and click 'forgot password'. An auto generated password has been sent to your email address.
4. Log into BIZ WEBLink using this information, and select 'Update profile'.
5. Enter APEGGA's Corporate Code\* in the 'Corporate Code' field.
6. Click 'Update Member Profile'.
7. Log in again and click 'Shop for business travel'.

I am an existing BIZ WEBLink user. I didn't receive a 9 digit code, and now I can't log in. What do I do now?

1. Call Karli or Jennifer at **1-877-993-7853** with your APEGGA member ID.
2. We will provide you with your 9 digit code along with further instruction.

I am a new Biz WEBLink user and have never logged in before

1. From [westjet.com](http://westjet.com), select BIZ Travel.
2. Click on 'Not registered? Create your personal profile now'.
3. Along with the required fields, be sure to enter APEGGA's Corporate Code\* in the 'Corporate Code' field.
4. Click 'create profile'.
5. An email containing your new WestJet ID and password has been sent to your email address.
6. Log into BIZ WEBLink using this information, and select 'Shop for Business Travel' to start booking.

\*Find this code in the November 2009 e-PEGG. For reservation changes & inquiries please call the WestJet Super Sales Center at **1-888-WESTJET (937-8538)**



**Travel Bank holds funds from flights in which you have refunded or exchanged.** Upon logging into your Business Traveller profile you will notice two separate links to use for booking; please note that each link has different functions. Below is a chart describing each function and how they relate to Travel Bank.

## Shop & Book

[Book a personal flight](#)

[Shop for business travel](#)

### QUESTIONS

It enables you to book your personal travel.	How does this link function?	Enables you to book business travel and is connected to the 5% APEGGA discount.
The funds will be returned back to the original form of payment	I made a refund within 24 hours of booking; where do the funds go?	The funds will be returned back to the original form of payment
The funds will be placed into your Personal Travel Bank	I made a refund 24 hours <u>after</u> booking; where do the funds go?	The funds will be placed back into the Corporate Travel Bank
The balance will display at the bottom of your profile, and can be applied in the 'Payment' stage of your booking.	How do I access Travel Bank funds?	Your APEGGA representative will need to enable your profile with the Travel Bank feature so that you can access the funds.