

Welcome to the new
Corporate
Portal
on [Finnair.com](https://finnair.com)



Contents

Finnair Corporate Portal.....	3
Corporate fares on Finnair.com.....	4
How to get started.....	5
Getting user credentials.....	6
Logging in to the Finnair Corporate Portal.....	7
Resetting your password.....	8
Managing your own user details.....	9
The new home of Finnair's corporate services.....	10
Booking.....	11
Selecting your flights.....	12
Selecting your fare.....	13
Different fare types.....	14

Administrators and travel bookers.....	15
Passenger details.....	16
Company details.....	17
Managing users.....	18
Editing / deactivating users.....	19
Travellers.....	20
Passenger details.....	21
Company details.....	22
Managing users.....	23



Finnair Corporate Portal

A fast lane for business travellers

The Finnair Corporate Portal is designed to make your business travel smoother.

As a contractual customer, you can use the updated Corporate Portal to streamline your business travel operations with a range of new features and ticket options.



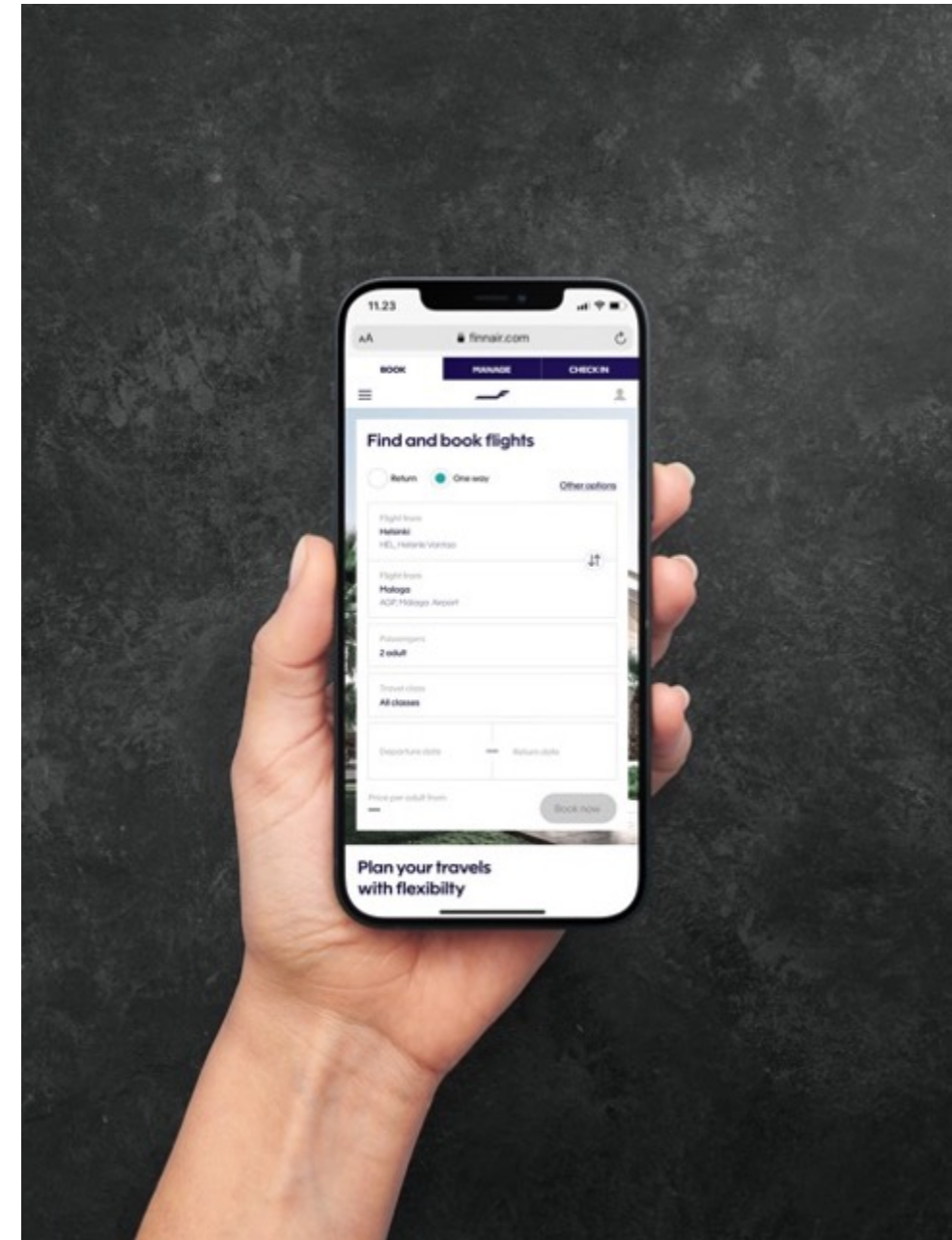


Corporate fares on Finnair.com

When your company joins the Finnair Corporate Program, you can automatically book your corporate travel on the Finnair.com website.

If you have informed us of your travel agent's details, your corporate fares will also become available through your own travel agent, as well as through the website.

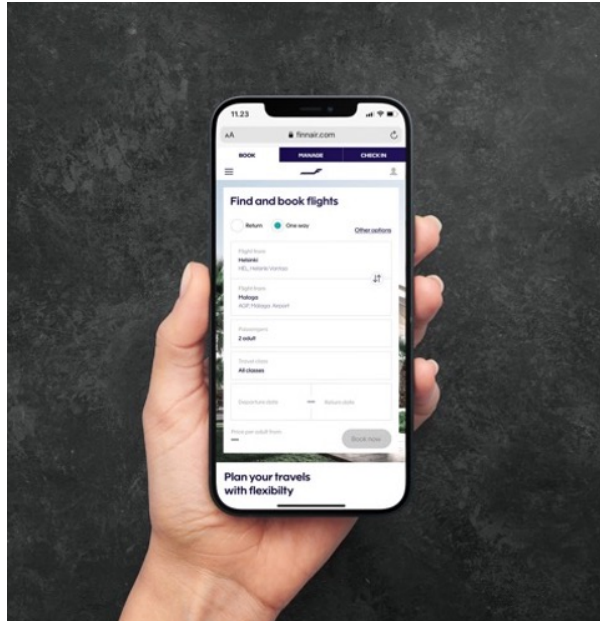
Booking flights with corporate fares is easy – it's just like booking any other flights on our website. Once you log in, your corporate fare is automatically applied, and all purchases will be registered to your corporate customer number.





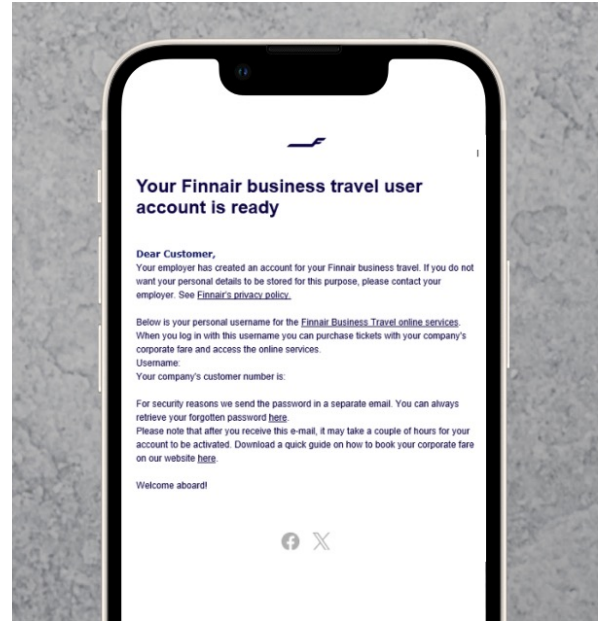
How to get started

Getting user credentials



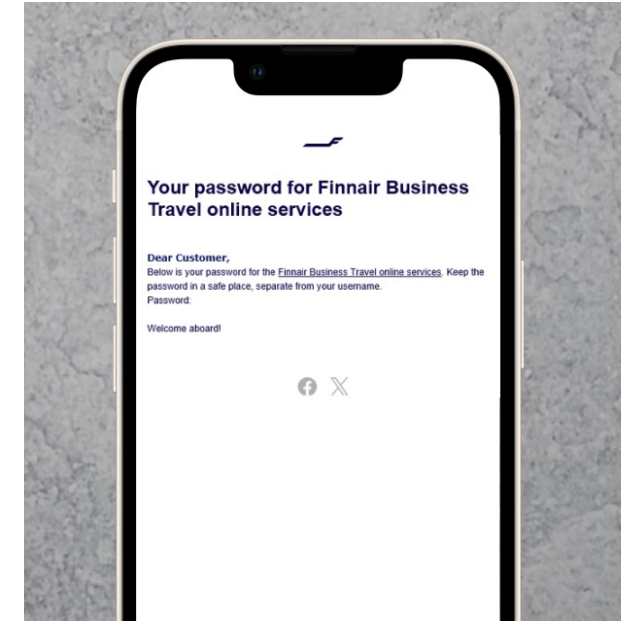
Getting user credentials

Users will receive two separate emails from the email address noreply@finnair.com with the following subjects:



Username

Your username will be included in the first email, which has the subject line "Your username for Finnair Business Travel online services."

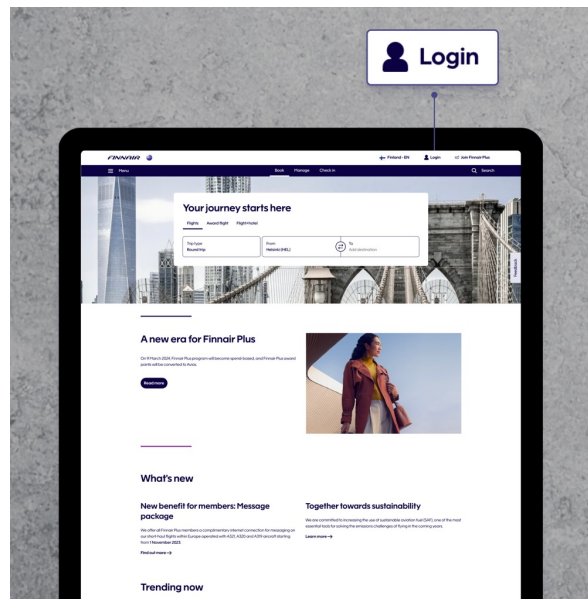


Password

The second email will contain your password. The subject of the email is "Your password for Finnair Business Travel online services."

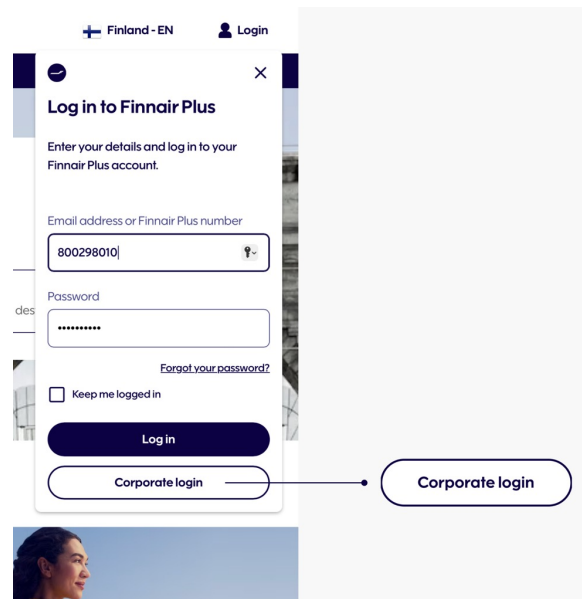


Logging into the Finnair Corporate Portal



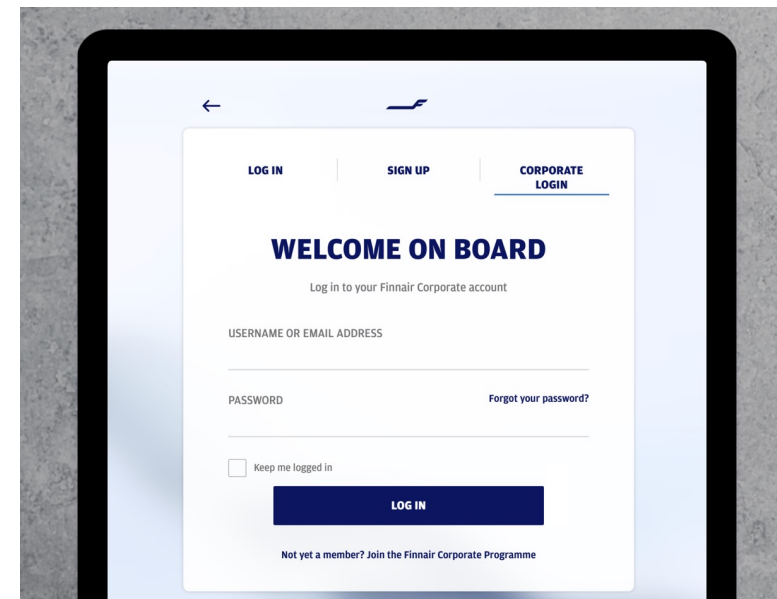
Open the login dropdown

Click the "Login" button in the top right-hand corner of the page to open the login dropdown.



Select Corporate login

Once you have opened the login dropdown, click on the "Corporate login" button at the bottom of the modal.

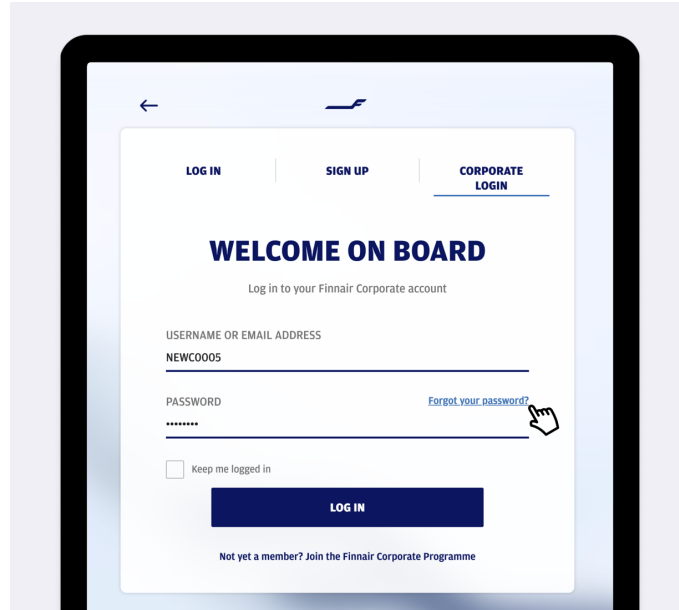


Log in to the Corporate Portal

Enter the username and password that have been sent to you by email. Please note that your Finnair Plus login details are separate from your corporate login details and cannot be used to book corporate fares. A Finnair Plus number can, however, be added to a booking during the booking process to redeem frequent flyer points.

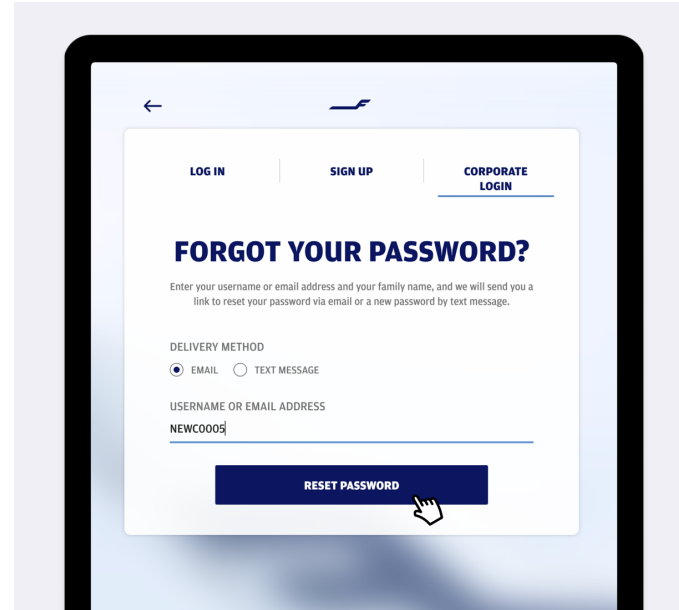


Resetting your password



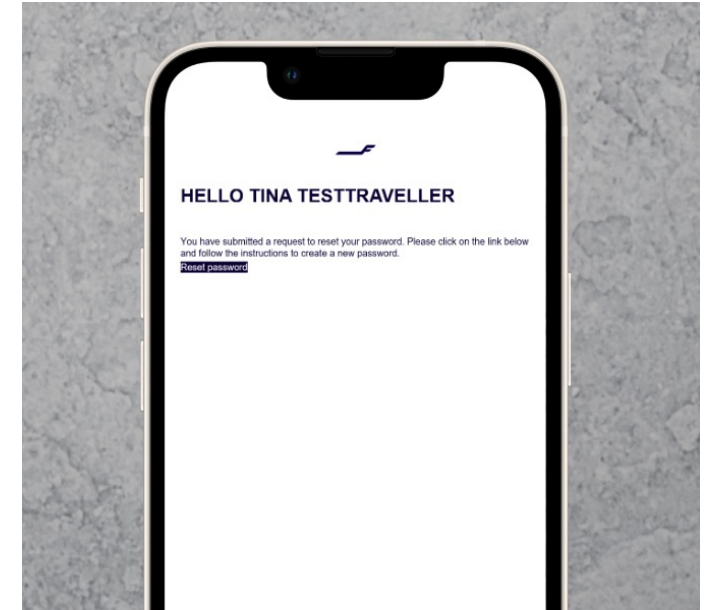
Go to the corporate login

If you have forgotten your password or wish to change it, go to the Corporate Login page and click on the "Forgot your password?" link.



Select your delivery method

On the Forgot your password? Page, select the delivery method and enter your username or email address. You will receive a link to reset your password as an email or text message, depending on the delivery method you selected.



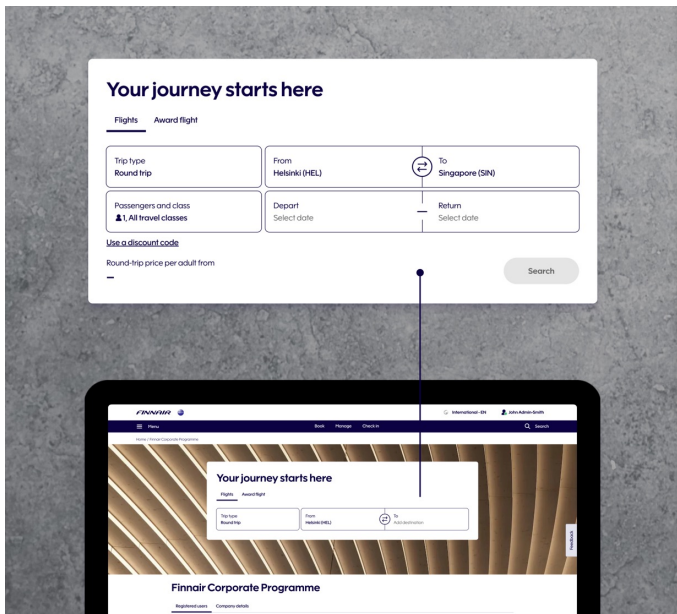
Select a new password

Once you click on the link, you can now reset your password. Your new password must contain:

- Upper and lowercase letters
- Special characters
- A minimum of 8 digits

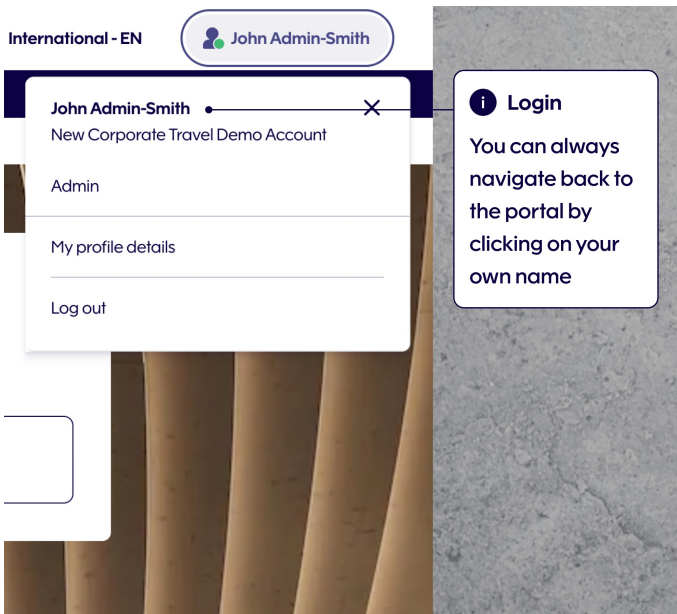


The new home of Finnair's corporate services



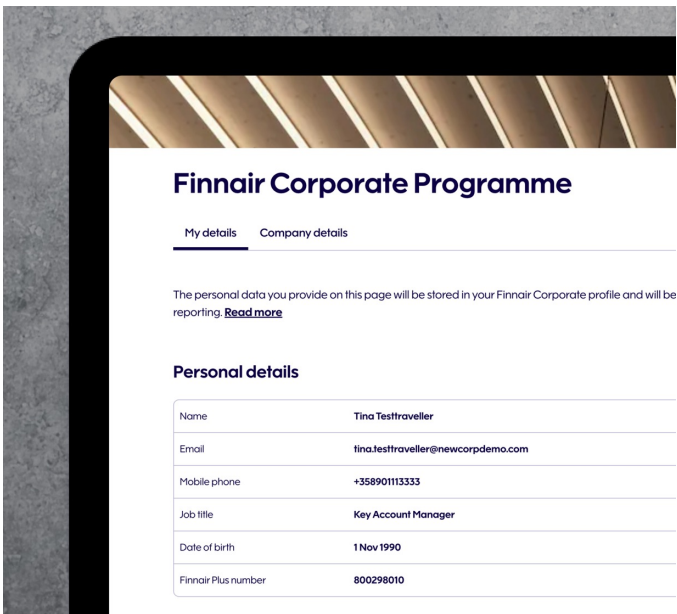
Easy to book

From our new home page, you can easily access the booking flow to begin a new reservation.



Manage your company details

View and edit the details of your company's registered users. All users can view company details, but only admins have the right to make changes.



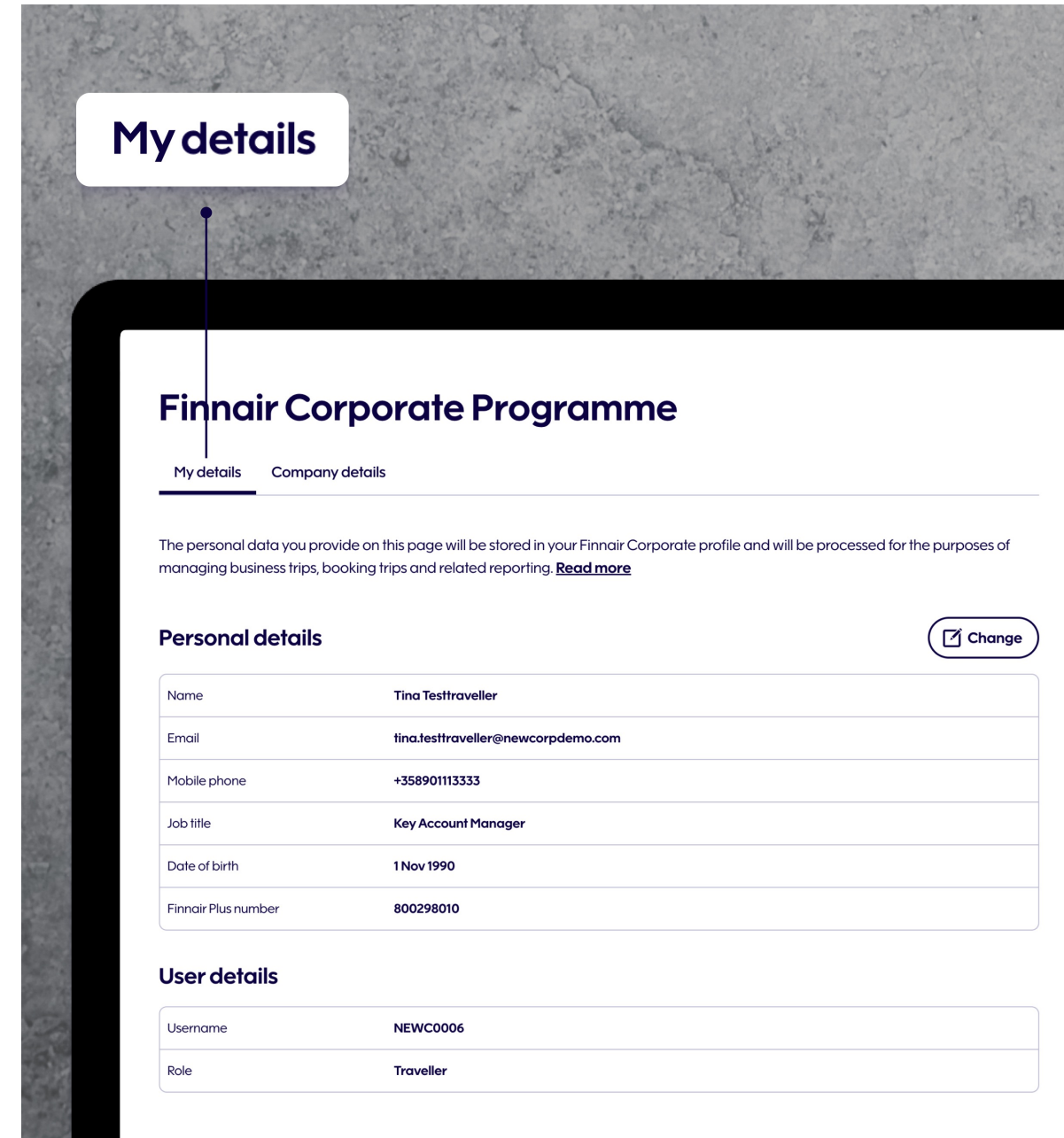
Store and view information easily

As a traveller, you can update and store your own information for booking purposes as well as view your company's details.



You can also enter your Finnair Plus number, should your company's travel policy allow it.

If you are a Finnair Plus member and have given your Finnair Plus number, your information may be fetched from your membership details. You can always modify in the reservation your contact details to be used for that specific reservation.





Booking



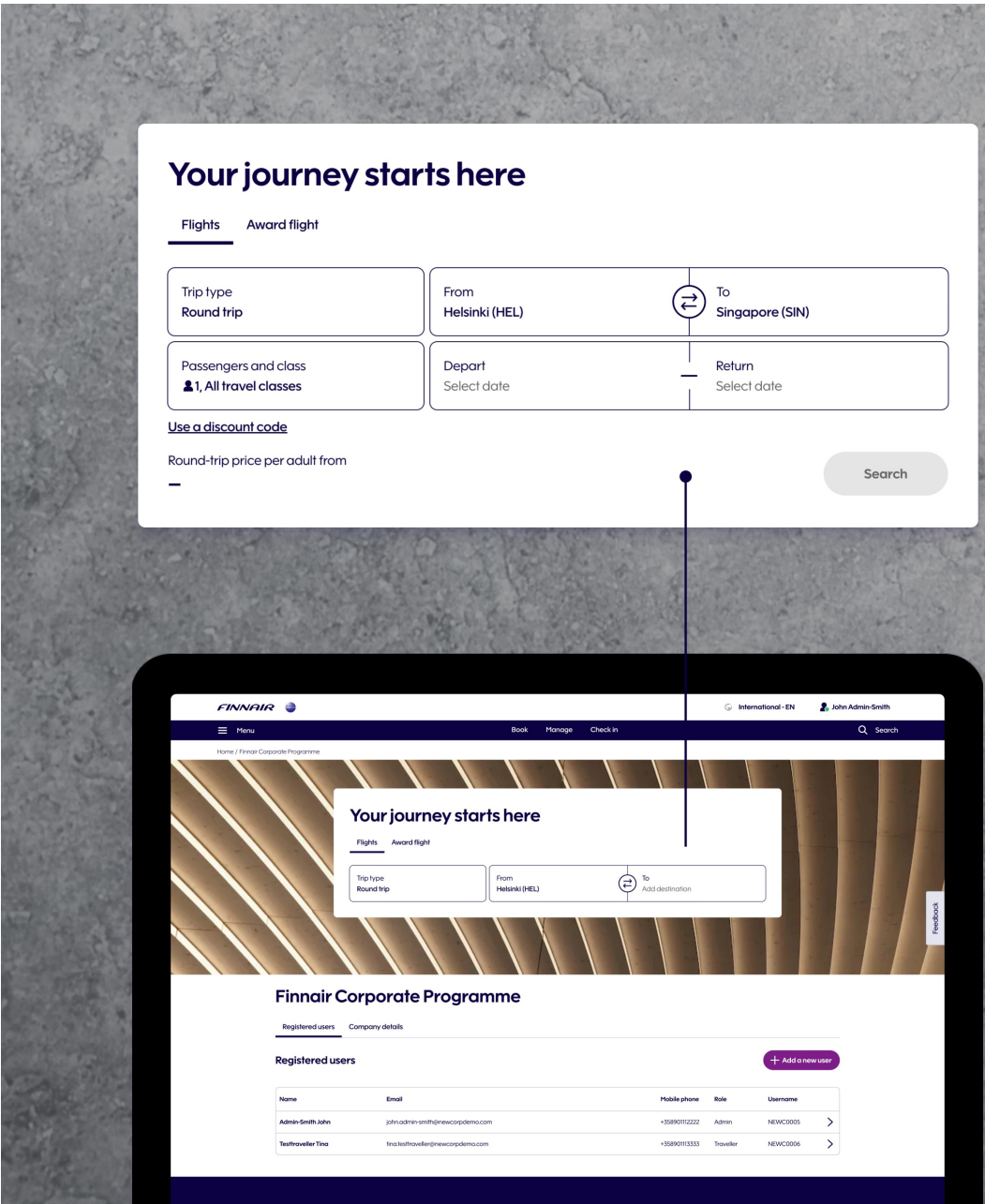


Booking: Selecting your flights

After logging in with your personal corporate credentials, you will land on the corporate travel section of the Finnair website, where you can start making a booking. Your company's details and profile management are below the booking section.

Once you have selected the origin and destination of your trip, you can choose your travel dates and the number of passengers (up to nine passengers per booking) and proceed to the booking step.

The corporate discount specified in your agreement is automatically applied to the fares shown on the next page.





Booking:

Different fare types

Business Flex Corporate	Discount on long-haul flights based on your agreement/Finnair Corporate Programme. On European flights "Corporate" indicates the access to the best price levels we promise to our corporate customers.
Business Classic Corporate	Labelled as "Corporate" to indicate the access to the best price levels we promise to our corporate customers.
Business Light Corporate	Labelled as "Corporate" to indicate the access to the best price levels we promise to our corporate customers.
Premium Economy PrioFlex Corporate (Available from 27th February 2024. Routes to North America and Japan are excluded.)	Our new ticket type available for contracted corporates only. Includes priority check-in, security, and boarding at airports where available. Discount on long-haul flights based on your agreement/Finnair Corporate Programme. On European flights "Corporate" indicates the access to the best price levels we promise to our corporate customers. Available on selected long-haul routes.
Premium Economy Flex Corporate	Discount on long-haul flights based on your agreement/Finnair Corporate Programme. On European flights "Corporate" indicates the access to the best price levels we promise to our corporate customers. Available on selected long-haul routes.
Premium Economy Classic Corporate	Labelled as "Corporate" to indicate the access to the best price levels we promise to our corporate customers. Available on selected long-haul routes.
Premium Economy Light Corporate	Labelled as "Corporate" to indicate the access to the best price levels we promise to our corporate customers. Available on selected long-haul routes.
Economy PrioFlex Corporate (Available from the 27 February 2024. Routes to North America and Japan are excluded.)	Our new ticket type available for contracted corporates only. Includes priority check-in, security, and boarding at airports where available. Discount on long-haul flights based on your agreement/Finnair Corporate Programme. On European flights "Corporate" indicates access to the best price levels we promise to our corporate customers. Available on selected long-haul routes.
Economy Flex Corporate	Discount on long-haul flights based on your agreement/Finnair Corporate Programme. On European flights "Corporate" indicates the access to the best price levels we promise to our corporate customers.
Economy Classic Corporate	Labelled as "Corporate" to indicate the access to the best price levels we promise to our corporate customers.
Economy Light / Superlight Corporate	Labelled as "Corporate" to indicate the access to the best price levels we promise to our corporate customers.

Please note: On routes to Japan and North America, we cannot display the fare as "Corporate." However, the discount is still available when applied correctly to the booking classes defined in your agreement / Finnair Corporate Program agreement in your country.



Administrators

Travel bookers

Administrators and travel bookers

The admin is not required to be included as one of the passengers in the booking.

AYD817FI



Administrators

Company details

The company details section shows you the data under which your company has been registered in the Finnair Corporate Program.

Contact Person(s) are the people who manage both the account and the agreement with Finnair. You are required to add at least one contact person to your account.

Administrators can select the contact person(s) from your list of registered administrator users. If you are missing a person in this list, make sure that they have an Administrator Role added to their Contact Details.

You can also check your agreement validity from your Company details.

Company details

Your journey starts here

Flights Award flight

Trip type Round trip	From Helsinki (HEL)	To Stockholm (All)
Passengers and class 1, All travel classes	Depart Mon 10 Jun	Return Tue 16 Jul

Use a discount code

Round-trip price per adult from

Search

Finnair Corporate Programme

Registered users Company details

Corporate details

Change

Name	New Corporate Travel Demo Account	
Finnair Corporate Number	AYD817FI	
Company's business ID	-	
Address	-	
Postal code	-	
City	-	
Country	Finland	

Contact persons

Change

Primary contact person	John Admin-Smith	john.admin-smith@newcorpdemo.com
Secondary contact person	-	-

Agreement information



Administrators

Travel bookers

Managing users

Administrators and travel bookers can:

- Manage the company's Finnair Corporate Portal users in the "Registered Users" section.
- Create new users
- Edit existing user information, others' and their own

Please note: Only administrators can deactivate users. If you want to edit your own profile, go to the list of registered users and select your own user profile.

Registered users

Finnair Corporate Programme

Registered users Company details

Registered users

Search name

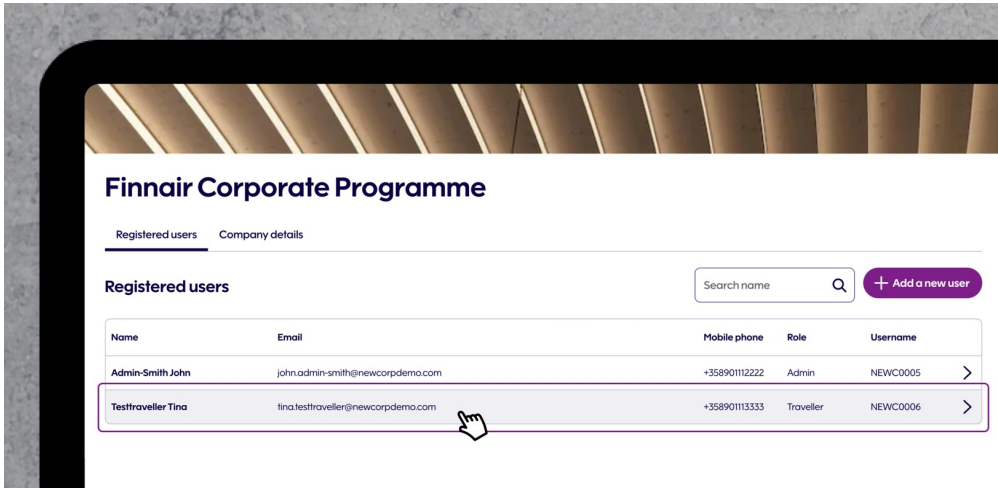


+ Add a new user

Name	Email	Mobile phone	Role	Username	
Admin-Smith John	john.admin-smith@newcorpdemo.com	+35890111222	Admin	NEWC0005	>
Testtraveller Thomas	thomas.testtraveller@newcorpdemo.com	+358901234567	Traveller	NEWC0006	>
Testtraveller Theresa	theresa.testtraveller@newcorpdemo.com	+358907654321	Traveller	NEWC0006	>
Testtraveller Teemu	teemu.testtraveller@newcorpdemo.com	+358908070651	Traveller	NEWC0006	>
Testtraveller Taina	taina.testtraveller@newcorpdemo.com	+358901113339	Traveller	NEWC0006	>
Testtraveller Tina	tina.testtraveller@newcorpdemo.com	+358901113339	Traveller	NEWC0006	>



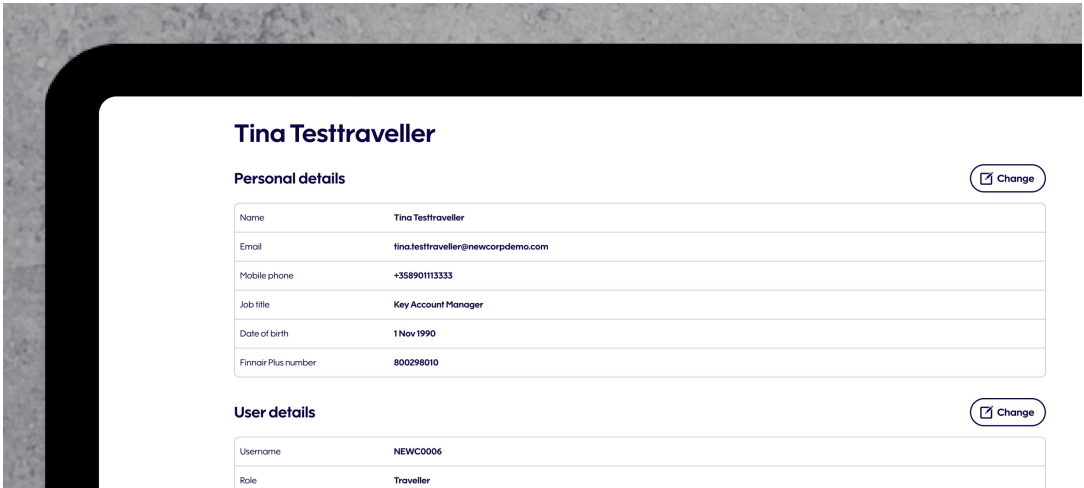
Editing / Deactivating users



Selecting a user to edit

Admins and travel bookers can view and edit your registered users.

To begin editing a user, click on the row of the selected user and this will take you to the individual user view where you can make changes.



Edit a user's details

On the individual user page, you can change the user's Personal details.

Administrators can also:

- Change the role of the user to either an admin, travel Booker or traveller in the "User details" section
- Deactivate a user, which means their access to the portal will be removed, and they will be taken off the list of registered users.



Travellers

Travellers

Passenger details

If you have a traveller profile, you must be included as one of the passengers on the booking, as you do not have admin or travel Booker rights. Your passenger details will be prefilled automatically.

You can still also book for colleagues travelling on the same flight as you. You will need to fill out their traveller details manually.

Enter passenger details

Hello Tina!

We pre-filled your passenger details based on your account. Please still double-check that everything is up to date before you continue.

✓ **Passenger 1** Adult

* Mandatory fields

Gender* ?

☐ Male ☒ Female

First name as in passport *

Tina

Family name as in passport *

Testtraveller

Email address *

tina.testtraveller@newcorpdemo.com

Phone prefix *

Finland (+358)

Phone number *

90113339

Frequent flyer membership

☒ Add frequent flyer details

Frequent flyer program

Membership number

Finnair

800298010

[More](#)

 Corporate Customer

Corporate customer number

AYD817FI

 Don't miss out on our offers

☐ Sign me up for emails about Finnair's special offers for flights



Travellers

Company details

The company details section shows you the data under which your company has been registered in the Finnair Corporate Program.

Both admins and travel bookers can view company details, but only admins have the right to make changes.

Company details

Flights

Award flight

Trip type
Round trip

From
Helsinki (HEL)

To
Stockholm (All)

Passengers and class
1 All travel classes

Depart
Mon 10 Jun

Return
Tue 16 Jul

Use a discount code

Round-trip price per adult from

—

Search

Feedback

Finnair Corporate Programme

My details

Company details

The personal data you provide on this page will be stored in your Finnair Corporate profile and will be processed for the purposes of managing business trips, booking trips and related reporting. [Read more](#)

Corporate details

Change

Name	Test FCP Switzerland
Finnair Corporate Number	TEST99CH
Company's business ID	Biz-id
Address	101, avenue de la Place
Postal code	1200
City	GENEVA
Country	Finland

Contact persons

Change

Primary contact person	
Secondary contact person	Corptest-Traveller Savolainen-Test sanna.savolainen@finnair.com

Agreement information



Travellers

Managing users

Registered travellers can:

- See and manage only their user profile information in the “My Details” section. The traveller’s personal details will be automatically used to fill in the passenger data in the reservations.

My details

Your journey starts here

FlightsAward flight

Trip type
Round trip

From
Helsinki (HEL)

To
Stockholm (All)

Passengers and class
1, All travel classes

Depart
Mon 10 Jun

Return
Tue 16 Jul

Use a discount code
Round-trip price per adult from
—

Search

Finnair Corporate Programme

My details

Company details

The personal data you provide on this page will be stored in your Finnair Corporate profile and will be processed for the purposes of managing business trips, booking trips and related reporting. [Read more](#)

Personal details

Change

Name	Tina Testtraveller
Email	tina.testtraveller@newcorpdemo.com
Mobile phone	+35890113339
Job title	Key Account Manager
Date of birth	1 Nov 1990
Finnair Plus number	800298010

User details

Username	NEWC0006
Role	Traveller

FINNAIR