Welcome to the new Corporate Porta on Finnair.com

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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

F

Getting user credentials



Getting user credentials

Users will receive two separate emails from the email address <u>noreply@finnair.com</u> 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 righthand 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

	Louin
WELCOME ON BO	ARD
Log in to your Finnair Corporate acco	unt
RNAME OR EMAIL ADDRESS /CO005	
SWORD E	Forgot your passwor

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.

LOG IN		SIGN UP	CORPORATE LOGIN
FORG	от ү	OUR PA	SSWORD?
Enter your usernam link to reset y	ne or email a our passwoi	address and your family rd via email or a new pa	y name, and we will send you a assword by text message.
DELIVERY METHO	D		
\odot email \bigcirc	TEXT MESS	AGE	
USERNAME OR E	MAIL ADDI	RESS	
NEWCO005			

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.

John Admin-	Smith •		X	U Login
New Corporc	ite Travel Demo /	Account		You can always
Admin				navigate back t
				the portal by
My profile det	ails			clicking on your
			-	own name
Log out				and and a state
				the stand
				The Barry
		-		and the second
		A	200	and the second second

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.

Managing your own user details

You can view and edit your own user information in the "My details" tab. Just click on "Change" and your own details will be shown in editing mode.

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

Please note: Your Finnair Plus account will not be updated based on the information here, nor will your corporate user profile updated based on your membership details.

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: Selecting your fare

The discount specified in your agreement will be automatically applied to the shown fares. By selecting a travel class, you can see all the available fares for that class. You can view a wider selection of fares by moving to the next travel class.

The selection of fares for the return flight is shown based on the available combinations with your selected fare for the outbound flight. The total fare will be displayed once you have selected all flights. Pay close attention to the fare rules when making the fare selection; the fare rules are shown together with fares.

Please note! On routes to Japan and North America, we are currently not able to show the fare as "Corporate" however, the discount is still applied correctly to those booking classes defined in your Finnair Corporate Programme agreement of your country.

1. Select Helsinki–S Prices are for 1 adult per direction (EU	Singapore flight [®]		
Read more about our travel classe	s on long-haul flights	Economy	Premium Economy Busines
Best flights ? From €381.72	Lowe: From	it price ©381.72	Fastest From €381.72
Stops ~ Travel class ~	Refundability V Time V		
2 00:15 Wed Helsinki HEL, Helsin 1 18:20 Wed Singapore SIN, Sin	ki Vantaa gapore Changi	 Fin 13[†] 	nair 5 min, direct <u>tails and upgrades</u>
Economy			From €381.72
O Premium Economy Light Corporate €821.72	Premium Economy Classic Corporate €861.72	Premium Economy Flex Corporate €970.72	Move to the next travel class
Collect Avios	Collect Avios Collect Avios Ticket changes Yes Carry-on baggage (total 8kg) 1 x Small bag Under the front seat	 Collect Avios IC Ticket changes Yes IC Ticket refund Yes ★ Carry-on baggage (total 8kg) ▲ 1 × Small bag Under the front seat 	Collect Avios Collect Avios From €1,733.72
(i) 1 x Carry-on bag In the overhead bin	 1 x Carry-on bag In the overhead bin 1 x Checked bag (23kg) 	1 x Carry-on bag In the overhead bin	Maximised comfort and top- class service whether travelling on business or for pleasure.
		Seat selection Yes, Standard and Preferred seats on flights operated by Finnair	View fickets →
		she or one of a number	



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



Administrators Travel bookers

Passenger details

Your name, email address, phone number and corporate customer number are filled in automatically based on your login details.

You can search, enter or edit details for yourself and other passengers easily.

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

Hello John!		
We pre-filled your passenger details based of you continue.	on your account. Please still double-check that everything i	s up to date before
Passenger1 Adult		^
Select corporate passenger		
Tina Testtraveller		×
		* Mandatory fields
Gender * ?		
🔾 Male 🛛 🖲 Female		
First name as in passport *	Family name as in passport *	•
Tina	Testtraveller	
Email address *)
tina.testtraveller@newcorpdemo.com		
Phone prefix *	Phone number*)
Finland (+358)	∽ 901113339	
Frequent flyer membership)
Add frequent flyer details		
Frequent flyer program	Membership number	
Finnair	800298010	

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.





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.

gistered	dusers					a second	
	Your journey st	arts here					
	Flights Award flight Trip type Round trip Passengers and class 1. All travel classes Use a discount code	From Helsinki (HEL) Depart Mon 10 Jun	To Stockholm (# 	10			
	Round-trip price per adult from			Search			
Finnair Coi	rporate Program	nme					
Registered users Con							
Registered users Con			(Search name	۹	+ Add a ner	w user
Registered users Con Registered users Name	Emoli			Search name	Q	+ Add a ner	wuser
Registered users Con Registered users Name Admin-Smith John	Email johnadmin-smith@newcorpdema.co	n	(Search name Mobile phone +358901112222	Q Role Admin	H Add a new Username NEWC0005	w user
Registered users Con Registered users Mame Admin-Smith John Testtraveller Thomas	Email Johnadmin-smith@newcorpdemo.co Ithomas.testtraveller@newcorpdemo.co	m		Search name Mobile phone +35890112222 +358901234567	Q Role Admin Traveller	+ Add a ner Username NEWC0005 NEWC0006	wuser
Registered users Con Registered users Mame Admin-Smith John Testfraveller Thomas Testfraveller Thomas Testfraveller Theresa	Email johnadmin-smith@newcorpdemo.co thomas.testtraveller@newcorpdemo.co	m iom iom	(Search name Mobile phone +35890112222 +358901234567 +358907654321	Q Role Admin Traveller	H Add a new Username NEWC0005 NEWC0006 NEWC0006	wuser
Registered users Con Registered users Mame Admin-Smith John Testtraveller Thomas Testtraveller Thomas Testtraveller Theresa Testtraveller Theresa Testtraveller Teemu	Emoil johnadmin-smith@newcorpdemo.co thomas.testfraveller@newcorpdemo.co theresa.testfraveller@newcorpdemo.co teemu.testfraveller@newcorpdemo.co	m 		Search name Mobile phone +358901112222 +358901234567 +358907654321 +358908070651	Q Role Admin Traveller Traveller	+ Add aner Username NEWC0005 NEWC0006 NEWC0006	Nuser > > > >
Registered users Con Registered users Name Admin-Smith John Testtraveller Thomas Testtraveller Thoresa Testtraveller Thoresa Testtraveller Tomas Testtraveller Tomas	Email john admin-smith@newcorpdemo.co thomas.testfraveller@newcorpdemo.c theresa.testfraveller@newcorpdemo.co taina.testfraveller@newcorpdemo.co	m com com m n		Search name Mobile phone +35890112222 +358901234567 +358908070651 +358908070651 +358901113339	Role Admin Traveller Traveller Traveller	Add anex Username NEWC0006 NEWC0006 NEWC0006 NEWC0006	> > > > > > >



Administrators Travel bookers

Editing / Deactivating users

Finnair Co	rporate Programme			
Registered users Co	ompany details			
Registered users Ca	ompany details	Fogush name		Add a pe
Registered users Co	ompany details	Search name	٩ +	Add a ne
Registered users Co Registered users	ompany details	Search name Mobile phone	Q +/	Add a na
Registered users Co Registered users Name Admin-Smith John	ompany details Email johnadmin smith@newcorpdema.com	Search name Mobile phone +358901112222	Q + / Role Userr Admin NEWC	Add a ne name C0005

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.

in pite	a financia		a stated by
	Tina Testtrav	eller	
	Personal details		C Change
	Name	Tina Testtraveller	
	Email	tina.testtraveller@newcorpdemo.com	
	Mobile phone	+358901113333	
	Job title	Key Account Manager	
	Date of birth	1 Nov 1990	
	Finnair Plus number	800298010	
	User details		C Change
	Username	NEWC0006	
	Role	Traveller	

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.



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.

Hello Tina!			
We pre-filled your passenger details based or you continue.	n your account.	Please still double-check that everything is up to date before	
Passenger1 Adult		^	
		* Mandatory field	s
Gender* ?			
🔿 Male 💿 Female			
First name as in passport *	9	Family name as in passport *	
Tina		Testtraveller	
Email address *			
tina.testtraveller@newcorpdemo.com			
Phone prefix *		Phone number *	
Finland (+358)	~	901113339	
Frequent flver membership			
Add frequent flyer details			
Frequent flyer program		Membership number	
Finnair	~	800298010	
More			
Corporate Customer			
Corporate customer number			



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.

,ompuny •	derdils			
2				
2	and the second			
	Your journey starts here			
	Flights Aword flight			
	Trip type Round hip Helsinki (HEL)			
	Passengers and class Depart Return			
	Li, All travel classes Mon 10 Jun Tue 16 Jul			
	Round-hip price per adult from			
Firm air Co				
Finnair Corr	porate Programme			
Finnair Corr My details Company de	porate Programme			
Finnair Corr My details Company de	porate Programme			
Finnair Corr My details Company de The personal data you provide reporting. <u>Read more</u>	e 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			
Finnair Corr My details Company de The personal data you provide reporting <u>Readmore</u>	etais le 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			
Finnair Corr My details Company de The personal data you provide reporting. Readmore Corporate details	etais			
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My details Company details My details Company details The personal data you provide reporting. Readmore Readmore Corporate details Readmore Name Finnair Corporate Number Company's business ID Address Postal code City Cantry Contract persons	etails etails le 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 C Change Test FCP Switzerland TEST99CH Biz-id 100, avenue de la Place 1200 GENEVA Finland C Change			



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.

	Dur journey star ht avord fight 2006 2007 2008 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 20	rts here Heisini (HEL) Deport Mon 10 Jun	To Stockholm (All) Return Tue 16 Jul		
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Financia Corporation	bur journey star http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardfight http://wardf	fs here For Helsinki (HEL) Deport Mon 10 Jun	To Stockholm (All) Return Tue 16 Jul		
Figure Corpored	bur journey star http://www.inter- http://www.inter- sengers and class .Attravel classes .uticount.code d-http price per adult from	From Helsinki (HEL) Deport Mont0 Jun	Fo Sociation (All) Return Tue to Aul		
Ya Fi Tro Na Bar Bar Bar Bar Bar Bar Bar Bar Bar Ba	Averd flight ypp word flight ypp sengers and class All travel classes detrip price per adult from	from Helsinki (HEL) Deport Mon10 Jun	To Stockholm (All)		
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	altype und trip sengers and class All travel classes Utilicount code 4-trip price per adult from	From Helsinki (HEL) Deport Mon 10 Jun	To Stockholm (All) Return Tue 16 Jul		
Financia Corporat	und trop sengers and class All foreel classes Lalecount sociel d-trip price per adult from	Helsink (HEL) Depart Mon 10 Jun	Return Tue 16 Jul		
Einpolic Corporat	All travel classes Utiliscount code d-frip price per adult from	Mon 10 Jun	Tue 16 Jul		
	udiscount code d-trip price per adult from				
-					
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Finnair Corporat					
Einnair Corporat					
Fillingin Corporat	te Programn	ne			
l My details Company details					
The personal data you provide on this page reporting. Read more	e will be stored in your Finnair C	orporate profile and will b	e processed for the purposes of m	nanaging business trips, b	ooking trips and related
Personal details					Change
Name Tina Te	sttraveller				
Email tina.tes	sttraveller@newcorpdemo.com				
Mobile phone +35890	01113339				
Job title Key Acc	count Manager				
Date of birth 1 Nov 19	990				
	3010				
Finnair Plus number 800298					
User details					

