

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

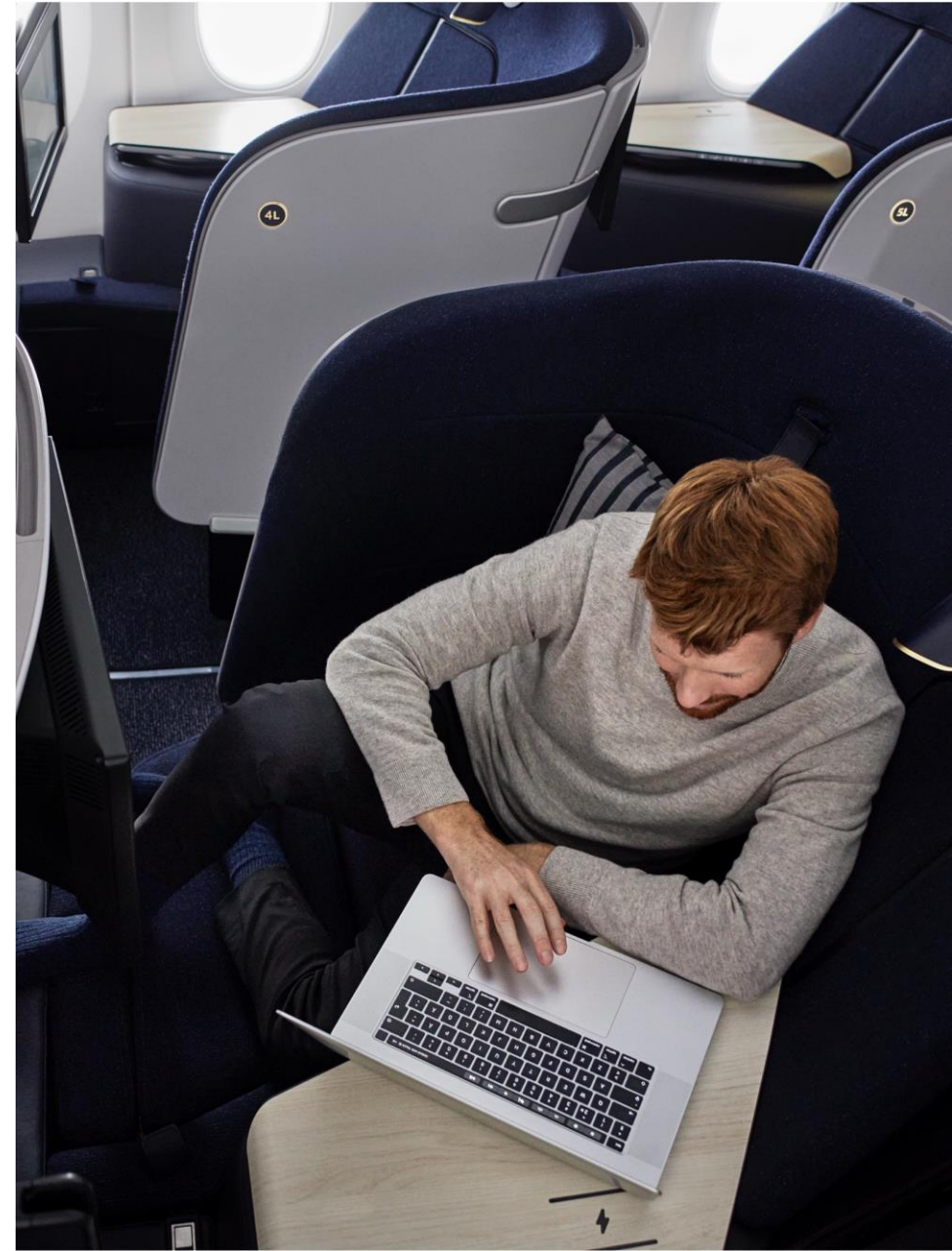


Finnair Corporate Portal

A fast lane for business travelers

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 .



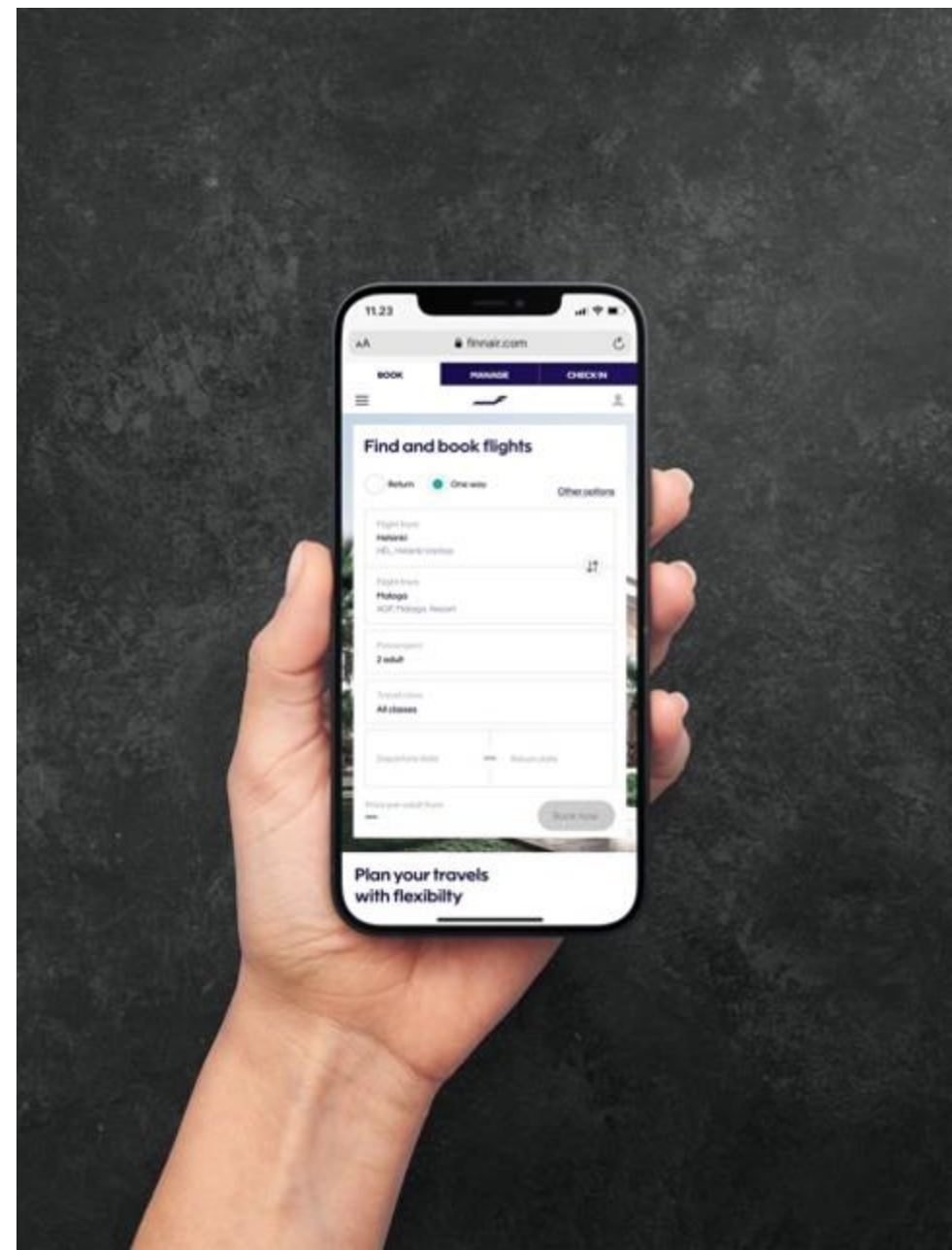


Corporate fares on Finnair.com

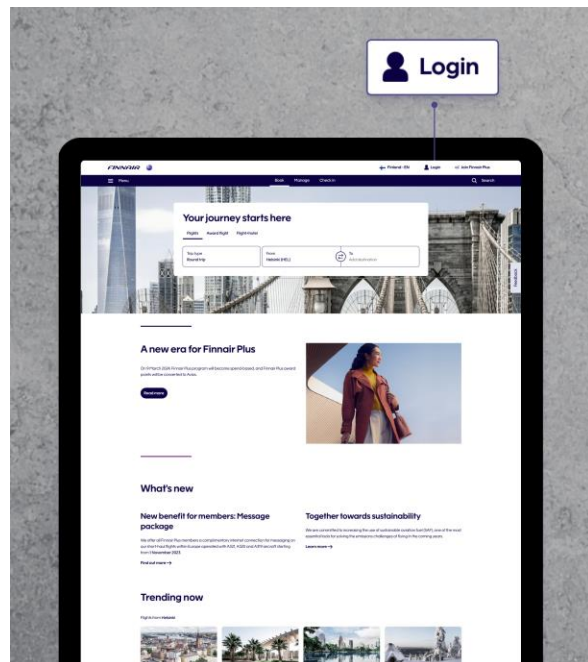
When your company joins the Finnair Corporate Programme, the possibility to book your corporate travel on the Finnair.com website is made available to you automatically.

If you have informed us of your travel agent's details, your corporate fares will also become available through your own travel agent, in addition to on our website. You can continue to book all your Finnair travel via your own travel agent.

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.

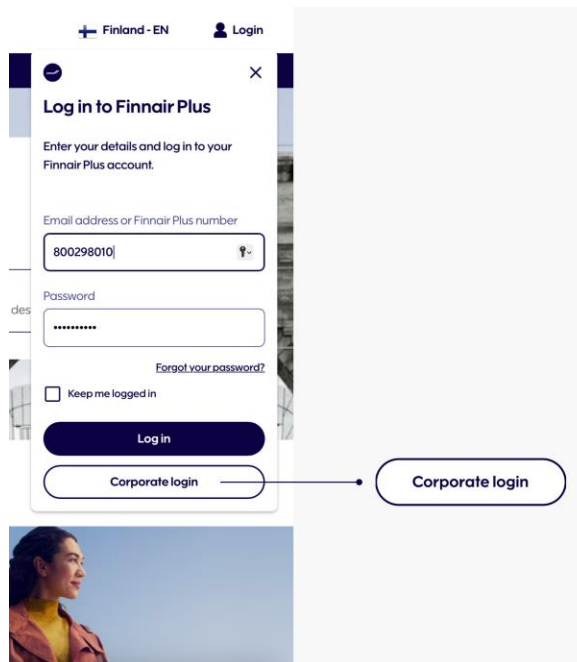


Logging in to the Finnair Corporate Portal



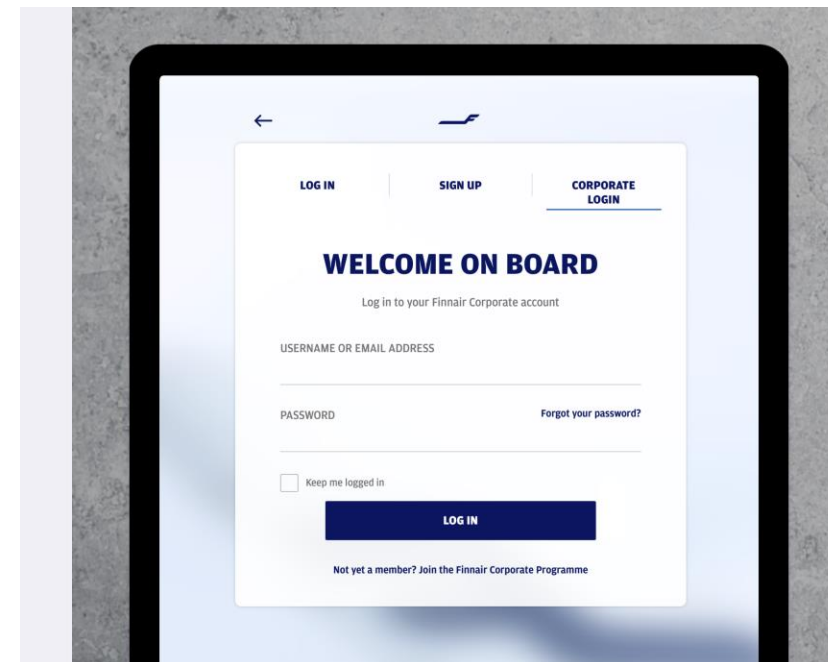
Open the login dropdown

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 which 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.

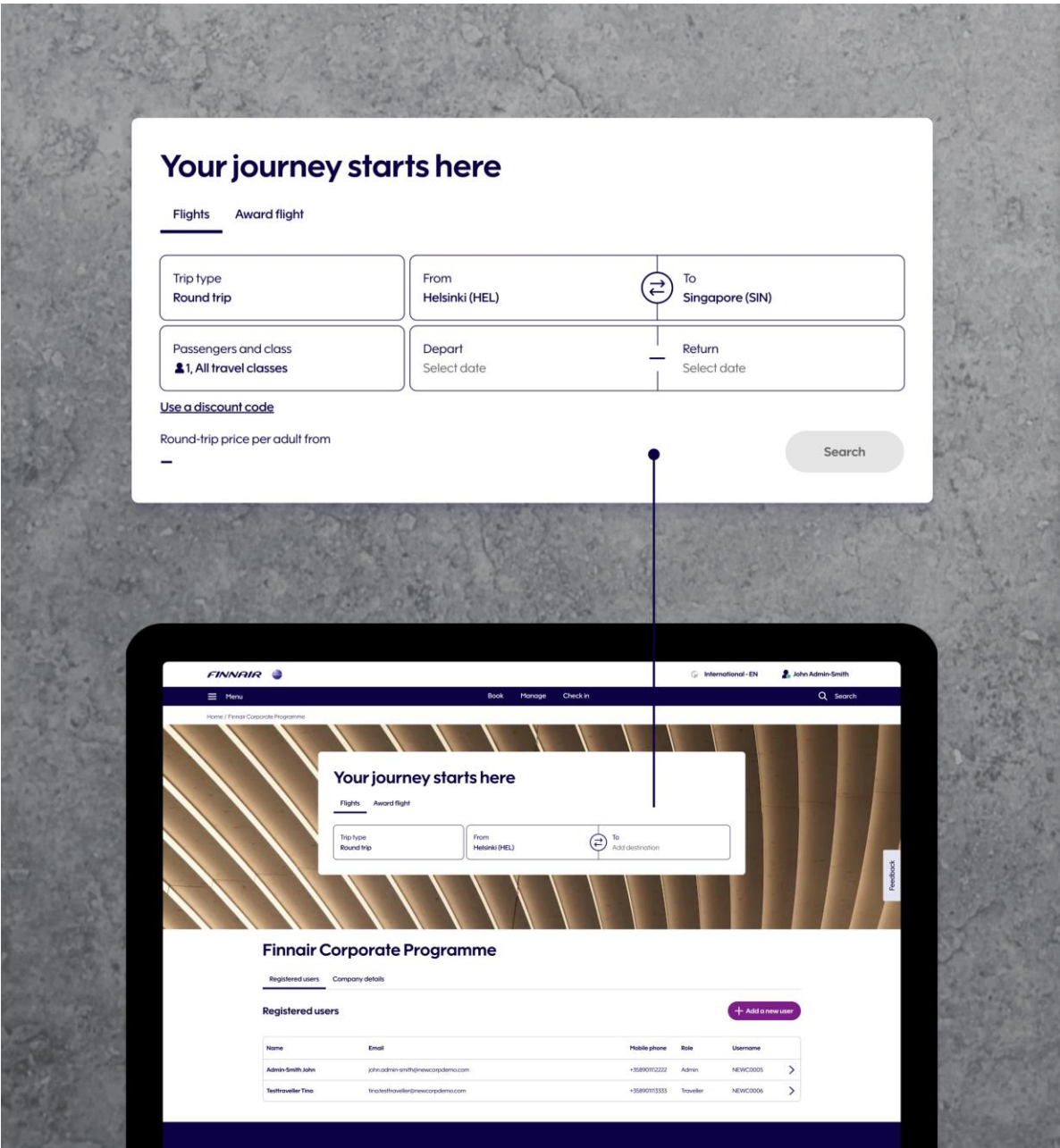


Booking: Selecting your flights

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

Once you have selected the origin and destination of your trip, you can select 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.



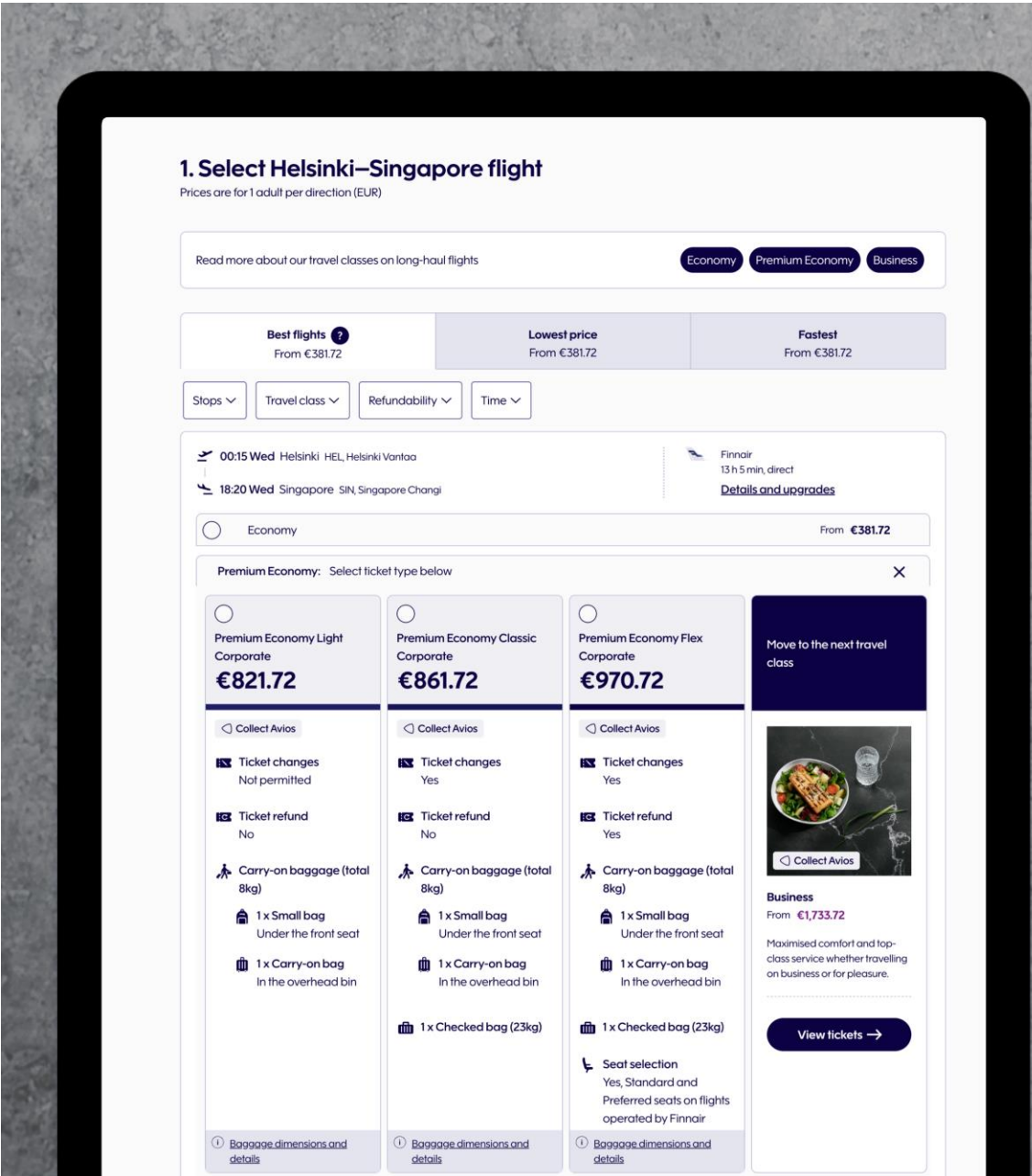


Booking: Selecting your fare

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 are shown based on the available combinations with your selected fare for the outbound flight. The total fare will be shown 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.





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 are currently not able to display the fare as "Corporate". However, the discount is still applied correctly to the booking classes defined in your agreement / Finnair Corporate Programme agreement in your country.



Booking: Passenger details

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

Please note:

If you have an admin profile, your passenger details will automatically be prefilled for Passenger 1, but you can override this and enter or edit details for other passengers. The admin is not required to be included as one of the passengers in the booking.

If you have a traveller profile, you must be included as one of the passengers on the booking, as you do not have admin rights. You can still however, also book for colleagues travelling on the same flight as you.

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 * ?

Tina

Family name * ?

Testtraveller

Email address *

tina.testtraveller@newcorpdemo.com

Phone prefix *

Finland (+358) ⌵

Phone number *

901113333

Frequent flyer membership

✓ Add frequent flyer details

Frequent flyer program

Finnair ⌵

Membership number

800298010

1

Passenger 2

Adult

⌵

More

🏢

Corporate Customer

⌵

Corporate customer number

AYD817FI



Booking: Company details

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

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.

Corporate details

Your journey starts here

Flights

Award flight

Trip type

Round trip

From

Helsinki (HEL)

To

Add destination

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	-	-

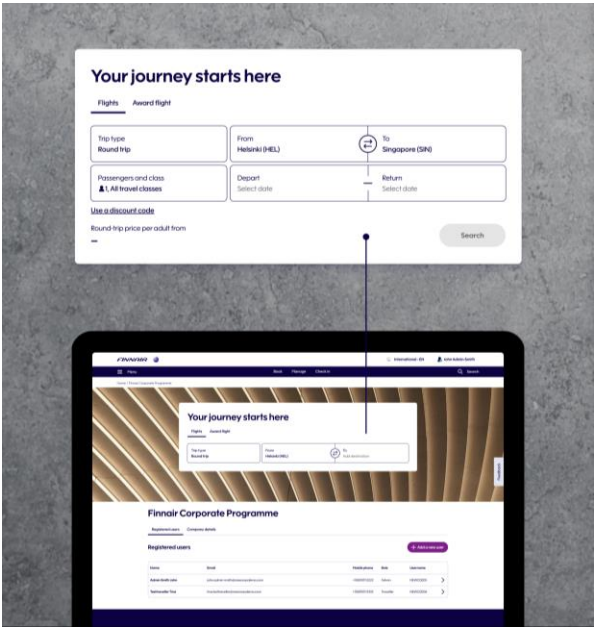
Agreement information

Agreement type	Start date	End date
FCP Gold	1 Nov 2023	31 Oct 2025



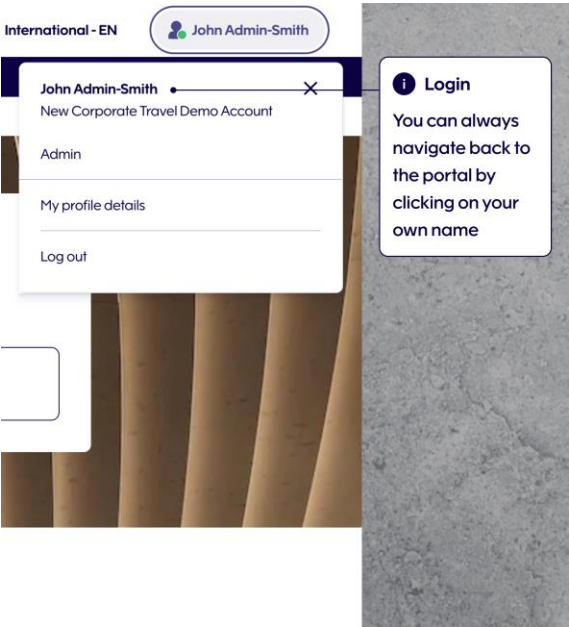
The new home of Finnair's corporate services

More corporate services coming in 2024!



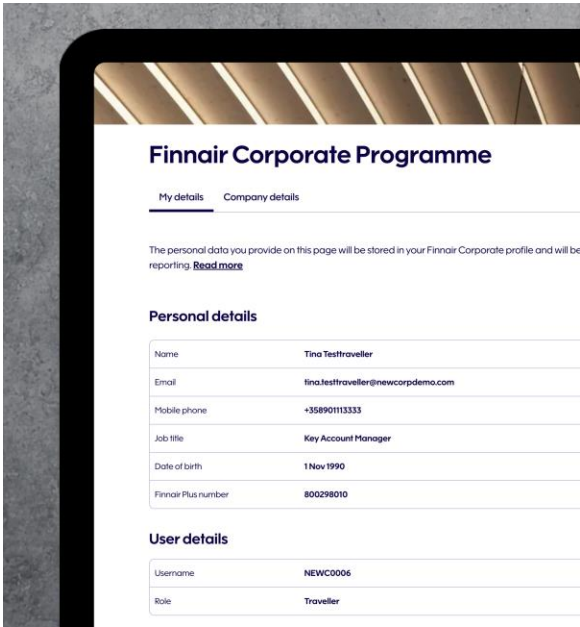
Access your information

From our new home page, you can easily access the booking flow to begin a new reservation or manage the information relevant to your company.



Manage your details

As an administrator, you can view and manage both your company's registered users, as well as your company details.

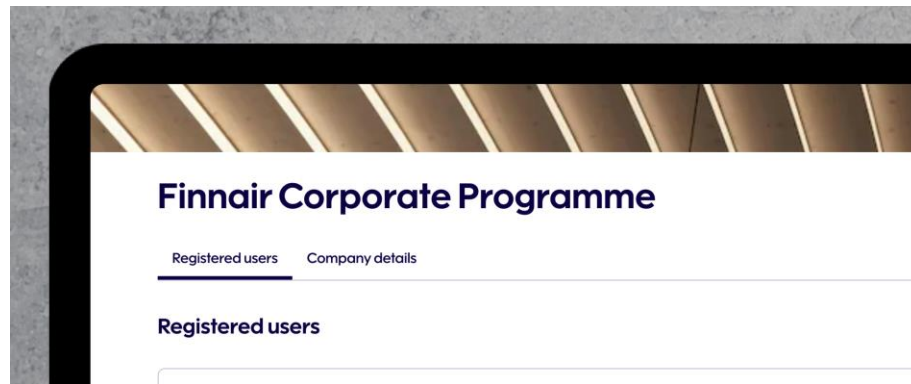


Manage your own user details

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

Managing users: Roles

Administrator



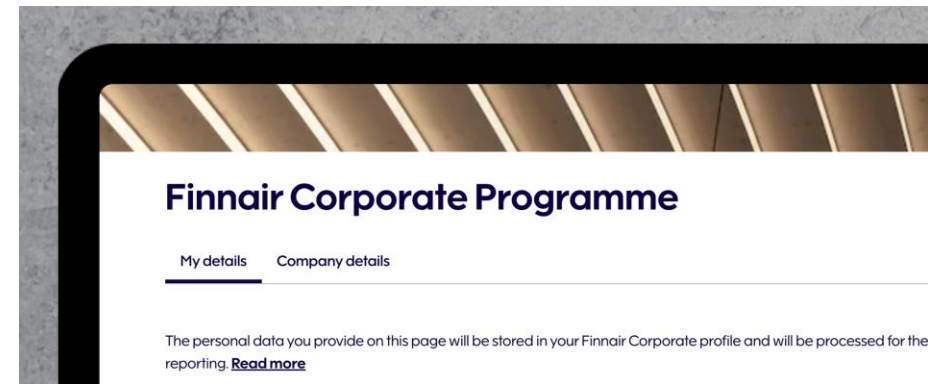
Administrators can:

Administrators manage the company's Finnair Corporate Portal users in the "Registered Users" section.

Administrators are able to:

- Create new users
- Edit existing user information, others' and their own
- Deactivate user access

Traveler

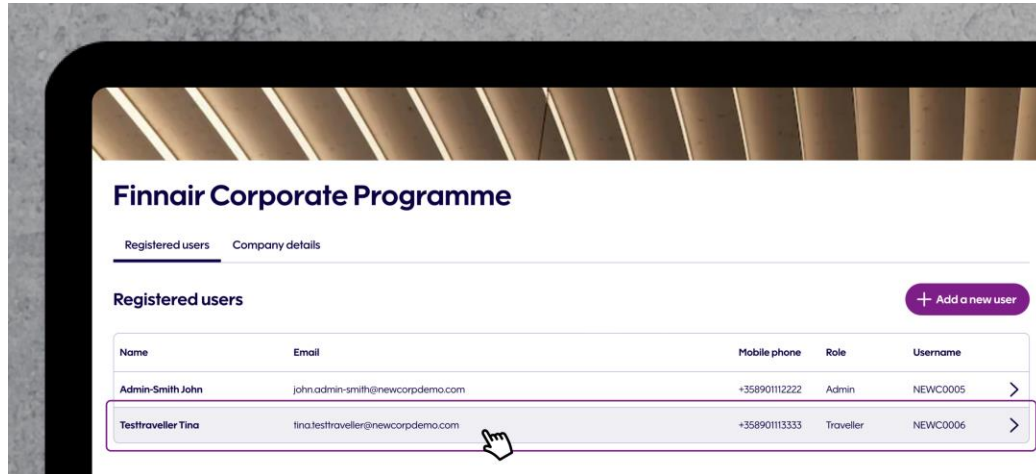


Registered travelers can:

See and manage only their own user profile information in "My Details" section. The traveler's personal details will be used to fill in the passenger data in the reservations automatically.

Please note: If you are an administrator and want to edit your own traveler profile, go to the list of registered users and select your own user profile.

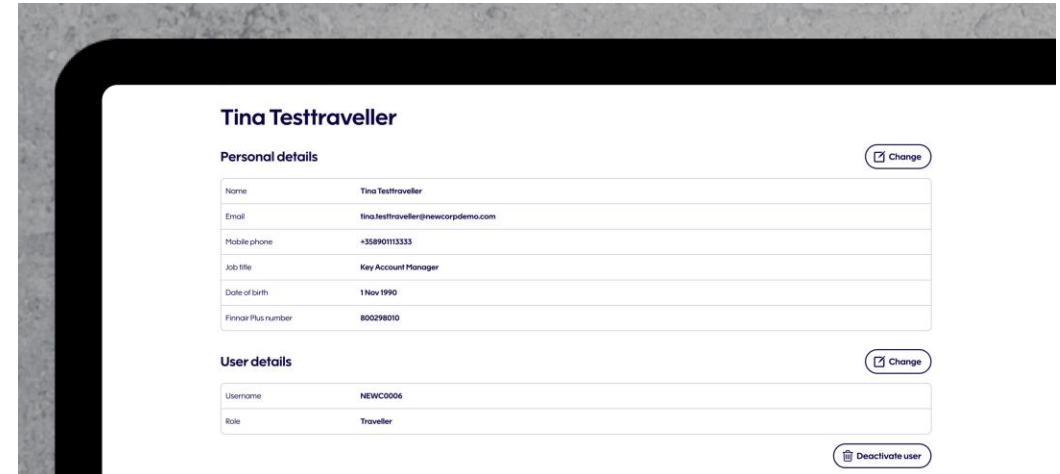
Managing users: Editing/deactivating (admin)



Selecting a user to edit

You 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.

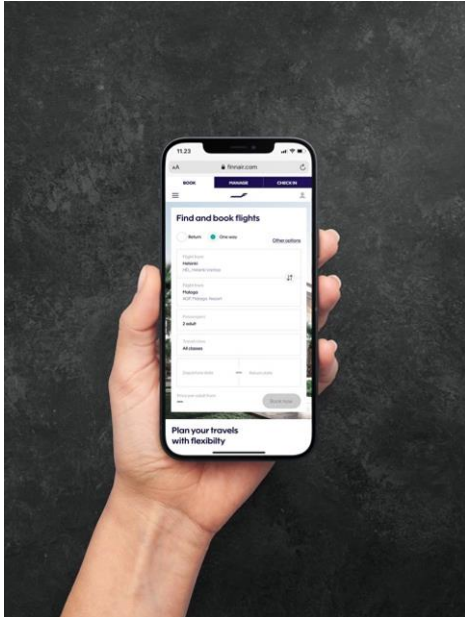


Edit a user's details

On the individual user page, you can:

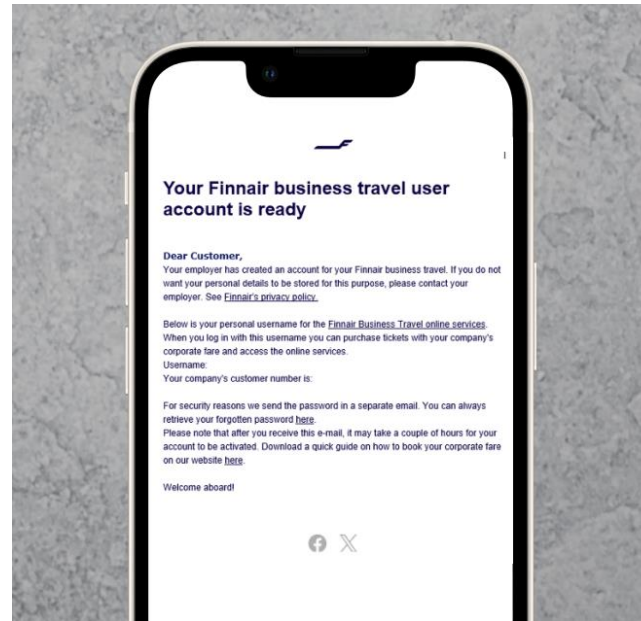
- Change the user's Personal details
- Change the role of the user to either an admin or a traveler in the User details section
- Deactivate a user, which means their access to the portal will be deactivated and they will be removed from the list of registered users.

Managing users: Getting user credentials



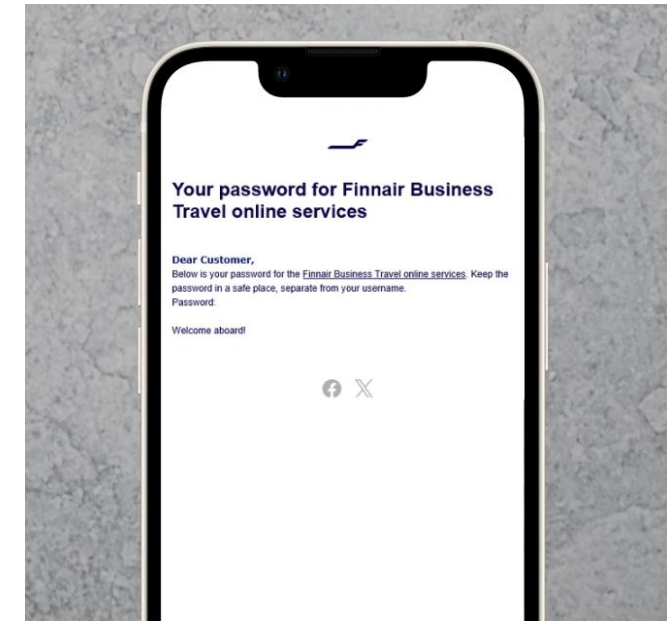
Getting user credentials

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



Username

The first email will contain your username. The subject of the email is "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"



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.

My details

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

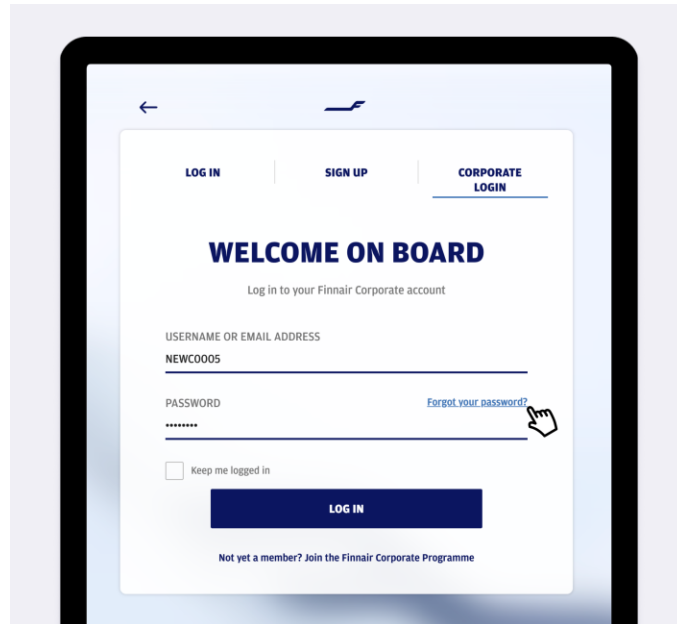
 Change

Name	Tina Testtraveller
Email	tina.testtraveller@newcorpdemo.com
Mobile phone	+358901113333
Job title	Key Account Manager
Date of birth	1 Nov 1990
Finnair Plus number	800298010

User details

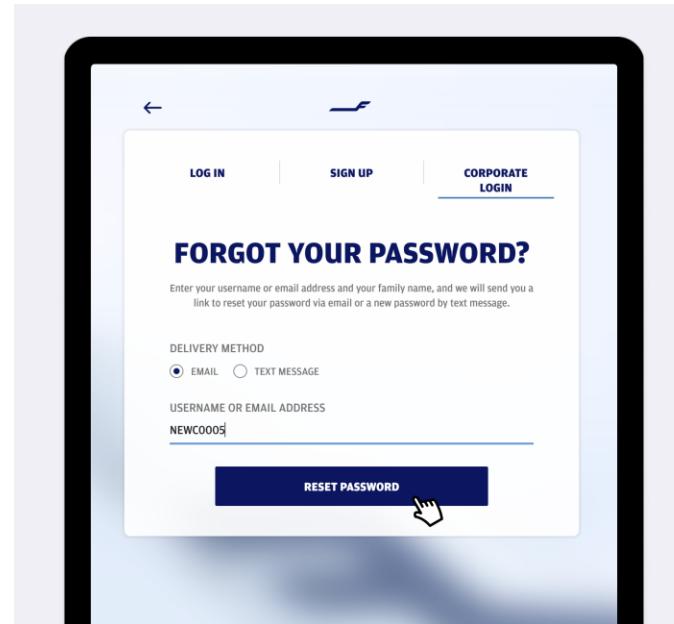
Username	NEWC0006
Role	Traveller

Resetting your password



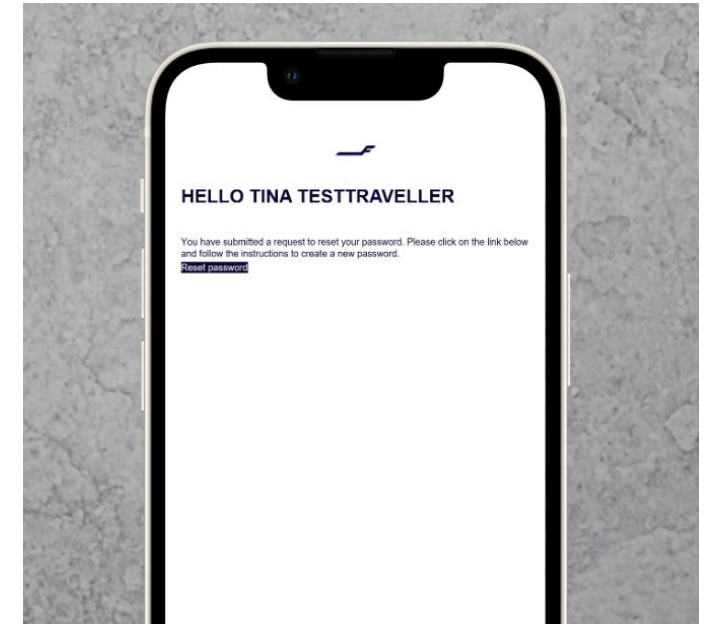
Go to the corporate login

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 lower case letters
- Special characters
- A minimum of 8 digits



Frequently asked questions

No Corporate fares found?

Corporate fares are available in the country that your company is registered to in the Finnair Corporate Programme. If your company is multinational, you can register to the programme in each country at finnair.com/businesstravel to get the correct fares and discounts from all countries.

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.

Payments:

You can use all the same payment methods that are accepted on [Finnair.com](https://finnair.com). Payment methods vary between the country where the travel starts. Our website does not support payments with the so-called travel account.

All items (flights, travel extras) must be paid with same payment method at the same time. Travel extras can be added to the booking afterwards with a different form of payment via "manage booking" or Finnair app.

Any questions?

If you have questions or run into problems, please contact us via our [website](#).

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