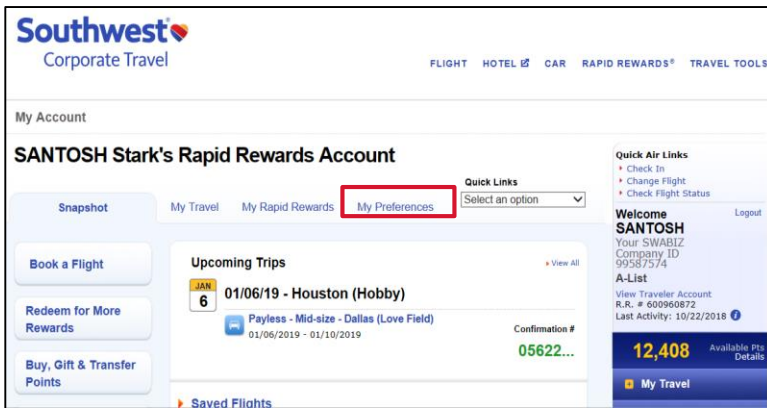


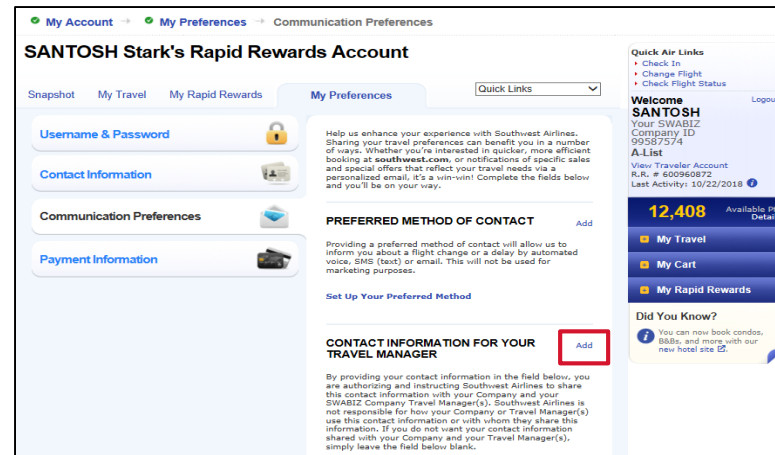
Update Your Contact Information on SWABIZ®!

It's important that your company has a way to contact you when you are traveling for business. Follow the four easy steps below to make sure your contact information is up to date.

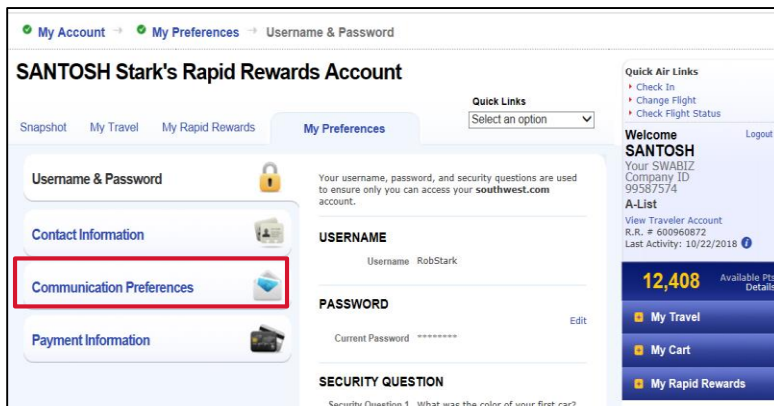
1 Once logged into SWABIZ, select **My Preferences**.



3 Click **Add** in the *Contact Information for Your Travel Manager* section.



2 Select **Communication Preferences**.



4 Enter contact information.

