

Adding a WestJet Rewards ID to a WestJet Vacations package

Updated October 25, 2022

[Add WestJet Rewards ID to flight confirmation](#)

[Add WestJet Rewards ID to Revnet](#)

Adding a WestJet Rewards ID post-booking

If you booked a WestJet Vacations package for your client and forgot to include their WestJet Rewards ID, you can still add it post-booking. You will need to add their WestJet Rewards ID in two places: the flight reservation and the WestJet Vacations booking.

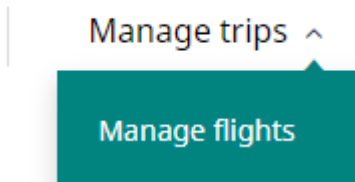
When you add your client's WestJet Rewards ID to their booking, they will receive their tier/credit card benefits for the flight portion (e.g., checked bags, zone boarding) and earn WestJet dollars on their vacation package.

Follow the steps below to add your client's WestJet Rewards ID post-booking.

STEP 1: Add the WestJet Rewards ID to an existing flight confirmation.

Go to WestJet's [Manage Trips](#) site. From the drop-down list,

select “Manage flights.”



In the reservation code field, enter your 6-digit flight confirmation number.

In the last name field, enter your client’s last name.

Click on the search button.

Find your trip

Enter your 6 character reservation code and the last name on the booking.

Reservation code
CZMNFQ

Last name
BENASTEST



Select the “Edit guest details” tab.

The screenshot shows a flight reservation page for a Toronto to Orlando return trip. On the left, under the 'EDIT TRIP' section, the 'Edit guest details' option is highlighted with a red rectangular border. On the right, the 'Flights (2)' section displays flight information for Toronto (YYZ) to Orlando (MCO), including departure and arrival times, terminal, gate, duration, and aircraft type.

Under “Travel preferences,” select “WestJet” from the Loyalty program drop-down list.

In the member number field, enter your client’s WestJet Rewards ID. The system does a name match validation so if an incorrect number is entered, an error will appear.

The screenshot shows a form with two columns. The left column has a 'Country' field and a 'Travel preferences' section. Under 'Travel preferences', the 'Loyalty program (optional)' dropdown is set to 'WestJet'. The right column has a 'Member number' field containing the text '123456789'.

Click the “save changes” button.

Please note: This only adds the WestJet Rewards ID to the flight reservation. Once added, your client will receive their tier/credit card benefits for checked baggage, zone boarding, etc. Be sure to also add their WestJet Rewards ID to the booking in REVNET by following the steps below.

STEP 2: Add the WestJet Rewards ID to the WestJet Vacations booking in REVNET.

From the menu, select "Option 10. Display Booking/Apply Payment/ Cancel."



Enter the booking number.

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DISPLAY BOOKING                                WESTJET VACATIONS

      BOOKING   NUMBER (OPTIONAL) 2928262
NAME OR PART OF THE NAME (OPTIONAL)
DEPARTURE DATE FROM (OPTIONAL)
YOUR REFERENCE (OPTIONAL)

      ENTER TO CONTINUE OR
      P-PREVIOUS Q-QUIT *-HELP M-MENU

Click on Enter to continue.
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Enter 5 for the MODIFY REMARK option.

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INFORMATION   ON BOOKING   2928262                WESTJET VACATIONS

TRAVEL AGENT   : CARRIE                               SUBTL   : 847.75
YOUR REFERENCE :                               GSTP    : 39.96
STATUS        : BOOKING CONFIRMED                 TVQP    : 0.00
TOTAL        = 887.71
PASSENGERS   : 001 BENATEST/CARRIE                MRS     : 34.45
COMM        :                               GSTC    : 1.72
TVQC        : 0.00
NET         = 851.54
PAID        : 0.00
GUAR        : 250.00
BALANCE    = 851.54

5 - 1.DETAILS          2.INVOICING          3.PASSENGERS
   4.APPLY PAYMENT    5.MODIFY REMARK        6.CANCEL BOOKING
   P-PREVIOUS Q-QUIT *-HELP M-MENU

Click on Enter to continue.
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In the AIRLINE field, enter WS. In the TRAVELNO field, enter

the WestJet Rewards ID.

EDIT	REMARKS	WESTJET				VACATIONS		
PAX	PASSENGERS	NAME	REM1	REM2	REM3	REM4	REM5	REM6
1		BENATEST/CARRIE						
	AIRLINE	WS TRAVELNO	540188401			REDRESS	NO.	
	AIRLINE	TRAVELNO				REDRESS	NO.	
	AIRLINE	TRAVELNO				REDRESS	NO.	
	AIRLINE	TRAVELNO				REDRESS	NO.	
	AIRLINE	TRAVELNO				REDRESS	NO.	
	AIRLINE	TRAVELNO				REDRESS	NO.	

ENTER TO CONTINUE OR P-PREVIOUS Q-QUIT *-HELP

Click on Enter to continue.

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- Blue Background

Select Enter to continue.

Then, select Q to quit.