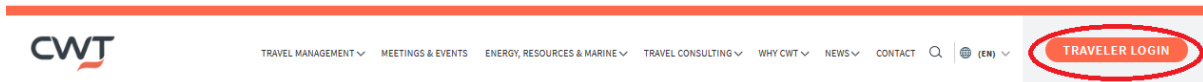
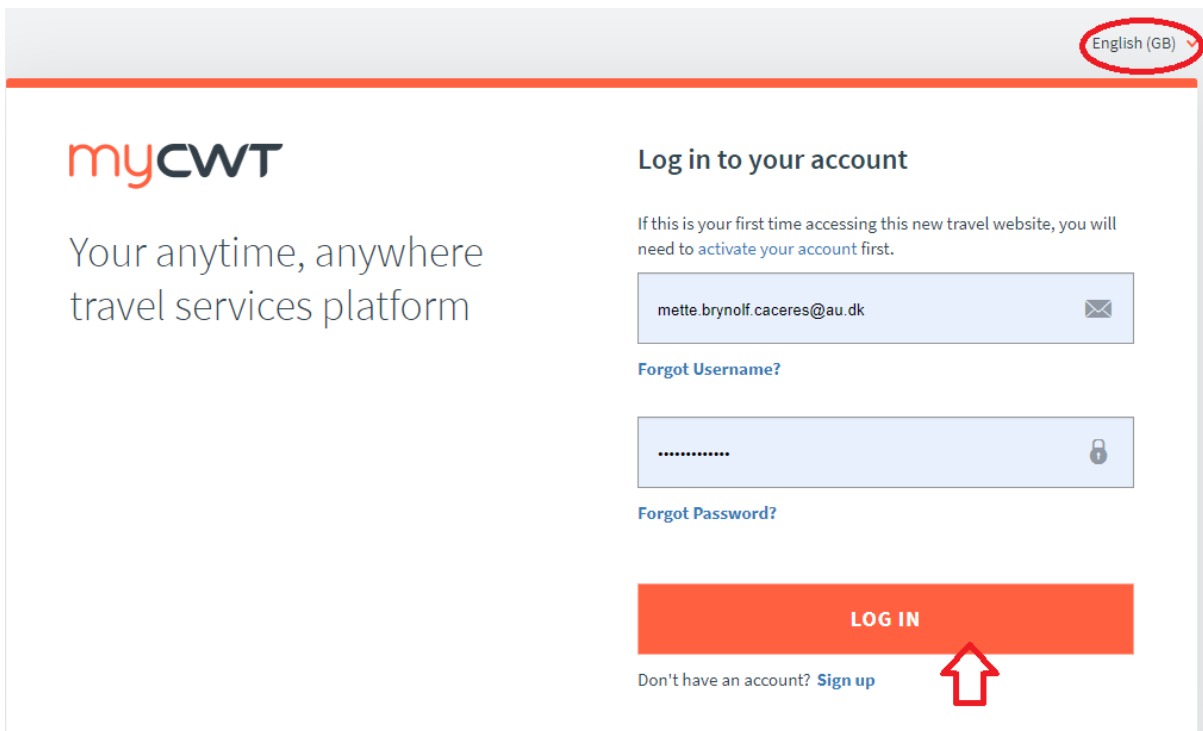


How to add a bonus card in CWT

Log on to CWT - <https://www.mycwt.com/>



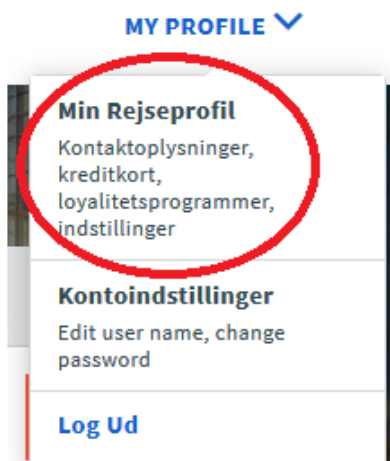
You can change the language in the right-hand corner.











Enter your username (your official email address) and your password.

Click 'LOG IN'

Select 'Min Rejseprofil' (my profile)



Click 'Fly' (airplane)


Rejseprofil opdaterings-status		
	Personlige Oplysninger	Uændret
	Kommunikation	Uændret
	Betaling/Rapportering	Uændret
	Fly 	Uændret
	Bil	Uændret
	Hotel	Uændret
	Tog	Uændret

Click 'Add'



Fly

[Send ændringer](#)

Loyalitetsprogram

 [Add](#) [Nulstil](#)

Loyalitetsprogram - **Opdateret men ikke gemt**

Leverandør		<input type="text" value="Select..."/>
Foretrukken	<input type="checkbox"/>	
Nummer		<input type="text"/>
Program navn		<input type="text"/>

Find the relevant supplier by entering one or more characters of the supplier's name.
A list will be displayed. Click the name of the supplier in question.

- SAS - Scandinavian Airlines System

Fly



Send ændringer

Loyalitetsprogram - **Opdateret men ikke gemt**

Leverandør	SAS - Scandinavian Airlines System
Foretrukken	<input checked="" type="checkbox"/>
Nummer	EBBXXXXXX
Program navn	SAS EuroBonus

'Foretrukken' (preferred): Please check this box if this card is your preferred card (it is possible to add more cards).

'Nummer' (number): Write the card number (see the number on your card)

'Programnavn' (programme name): will be filled in automatically.

IMPORTANT: Click 'Send ændringer' (submit changes)

Your bonus card has then been added to CWT.

If you want to add more cards, go back to 'Add' in this guide.

NB: AU's travel policy

Bonus points and other customer loyalty rewards earned in connection with trips undertaken on behalf of Aarhus University or financed by Aarhus University's ordinary or external funding belong to the university, and employees must always seek to redeem such bonus points or customer loyalty rewards as quickly as possible rather than buying a similar service. The management and employees must ensure that they make the most of any customer loyalty schemes, always considering the university's policy in the area.