



Step 1: Verify your @fhsu.edu work email is connected to your MileagePlus account

- Already have a MileagePlus account? Visit the member page [here](#) and click on sign in. Once successfully logged in, under the menu options select the Profile>Contact Information to verify your work email is connected to your account.
- Not a MileagePlus member yet? Sign up [here](#). Make sure you use your @fhsu.edu work email when setting up your new member account.

Step 2: Connect your MileagePlus account to the FHSU United for Business account

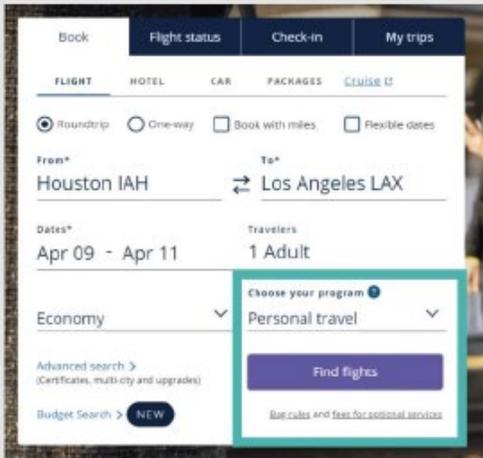
Fort Hays State University employees with an active MileagePlus number that has their @fhsu.edu work email connected to their MileagePlus account can go [here](#) to connect your MileagePlus number to the FHSU United for Business account.

Step 3: Book your next flight on united.com

Sign in to your MileagePlus account on the United mobile app or on united.com.

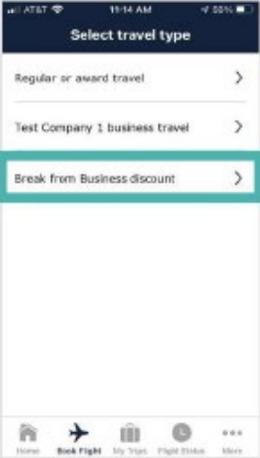
UNITED.COM

On the booking screen,
select **"Personal travel."**



UNITED MOBILE APP

When you click "Book Flight,"
select **"Break from Business discount."**



Break from Business fares will appear with the discount applied. You must be signed in and on the reservation for discount to appear.

Learn more about Break from Business at united.business/breakfrombusiness