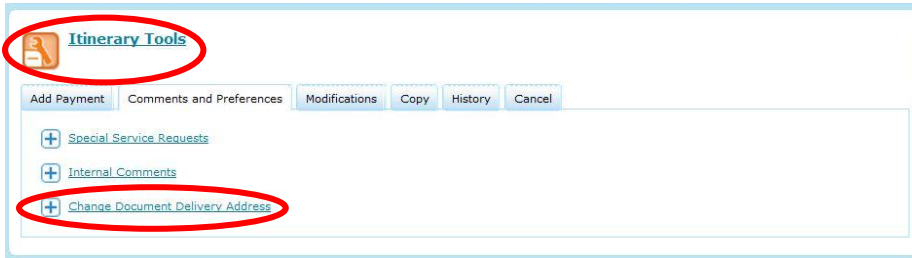


Changing Delivery Address of Southwest Airlines Vacations Travel Documents

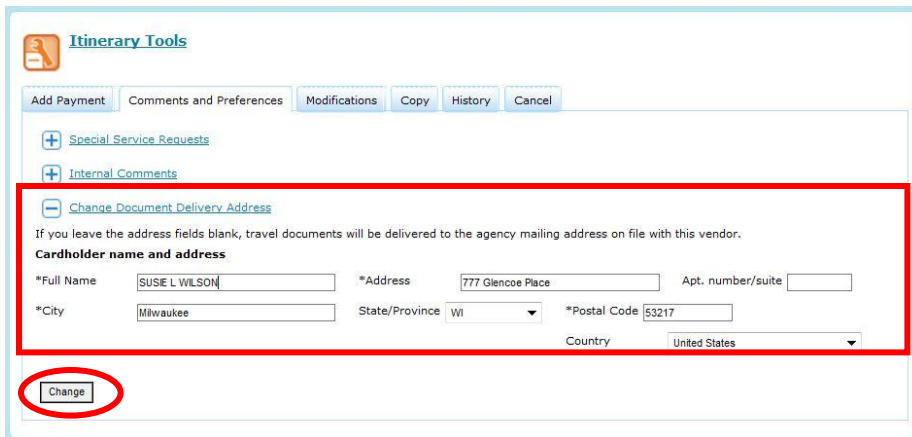
Southwest Airlines Vacations now allows you to change the delivery address for travel documents after confirming a reservation. Save time by having your Southwest Airlines Vacations paper travel documents delivered to a different agency branch or directly to your customers. You must confirm a reservation prior to changing the delivery address of the Southwest Airlines Vacations travel documents.

1. Once the reservation is confirmed, scroll down to the **Itinerary Tools** section. Click **Change Document Delivery Address** on the **Comments and Preferences** tab.



Note: If the reservation was previously confirmed, click on **Member Services** and **Retrieve Reservation** to display the reservation.

2. Enter the name and address of where you want the travel documents delivered. Click **Change**.



3. A notification message appears confirming your update of the Document Delivery Address.

