

Choosing a Guest Template in Egencia

How To: Choose a Guest Template Option in Egencia

Arrangers can choose how they'd like to invite Sponsored Guests/Visitors to use the Egencia system for booking travel. There are 3 different options available. Below are screenshots for additional guidance and this document is intended to further elaborate on the [How To: Create a Guest Template in Egencia Quick Start Guide](#).

Review the Options for registering guests on the template you are attempting to create.

Options for registering guests

Options for guest to self register

- Send email invites**
✉ Each guest will receive a unique link to register on Egencia. Post registration, the guest will have controlled access to Egencia platform as per defined access rights. >
- Generate invite link**
🔗 Generate a reusable link that could be used by guests to self register. You can share this link externally and we recommend inviting guests by email. Any guests registering via this link will have to be approved by guest admin first. >

Option to create guest users for Travel Managers

- Create guest user profile**
+👤 You can create guest user profile and select if the guest has access to Egencia. >

[Save as template](#)

Determine if you'd like to send them an email invite, generate a link that can be sent to multiple people for a particular event or create the user's profile on their behalf.

Example of "Send Email Invites"

invite guest to register
Guest will receive a link to register on Egencia. You will receive an email notification after the guest has registered.

Guest travel admin *
You can specify additional users such as travel and guest managers to receive registration notifications.

Options for registering guests

Options for guest to self register

Send email invites
 Each guest will receive a unique link to register on Egencia. Post registration, the guest will have controlled access to Egencia platform as per defined access rights.

Generate invite link
 Generate a reusable link that could be used by guests to self register. You can share this link externally and we recommend inviting guests by email. Any guests registering via this link will have to be approved by guest admin first.

Option to create guest users for Travel Managers

Create guest user profile
You can create guest user profile and select if the guest has access to Egencia.

Send email invite
Guests will receive a link invite to register on Egencia. Once they have completed the registration process, guests will have controlled access to Egencia platform as per defined access rights and you will be notified via email.

Add up to 50 emails at a time to send guest registration invites *

Enter the email IDs separated by commas
slactravel@gmail.com

Do you want this guest to be able to login on Egencia?

Yes
The guest will be able to login on Egencia. Guest will also receive a welcome email.

No
The guest will not be able to login on Egencia.

Will this guest be able to book/shop on Egencia?

Yes
The guest will be able to book trips on Egencia.

No
The guest will only be able to see their trips and profile on Egencia.

I have read the [Privacy Policy](#) & agree to the [Terms of Use](#)

Send invites

EGENCIA

Example of Generate Invite Link

NOTE: The system will automatically copy the link for you. You can go ahead and paste wherever needed.

The screenshot shows the 'invite guest to register' interface. On the left, there are options for registering guests, including 'Send email invites', 'Generate invite link' (highlighted with a red box and number 1), and 'Option to create guest users for Travel Managers'. A 'Save as template' button is at the bottom. On the right, a modal titled 'Generate registration link' is open. It contains a warning about sharing the link, a 'Link valid until' field (04/29/2023, highlighted with a red box and number 2), and two questions: 'Do you want this guest to be able to login on Egencia?' (highlighted with a red box and number 3) and 'Will this guest be able to book/shop on Egencia?' (highlighted with a red box and number 4). The 'I have read the Privacy Policy & agree to the Terms of Use' checkbox is checked (highlighted with a red box and number 5). A 'Generate link' button is at the bottom of the modal (highlighted with a red box and number 6). The Egencia logo is at the bottom of the main interface.

Example of Create Guest User Profile

NOTE: You will need the traveler's name, gender and DOB in order to proceed.

The screenshot displays the Egencia user interface. On the left, under 'Options for registering guests', the 'Create guest user profile' option is highlighted with a red box and a red circle labeled '1'. This option includes a sub-description: 'You can create guest user profile and select if the guest has access to Egencia.' Below this is a 'Save as template' button. On the right, a modal window titled 'Create guest profile' is open, containing a form with the following fields: 'First name *' (SLAC), 'Middle name', 'Last name *' (Traveler), 'Email *' (slactravel@gmail.com), 'Gender' (Female), 'Mobile' (+1 201-555-0123), and 'Date of birth *' (05/08/1986). A red box and red circle labeled '2' encompass the entire form. Below the form, the question 'Do you want this guest to be able to login on Egencia?' is shown with 'Yes' and 'No' radio buttons. The 'No' option is selected, and a red box and red circle labeled '3' highlight this section. Below that, a checked checkbox for 'I have read the Privacy Policy & agree to the Terms of Use' is highlighted with a red box and red circle labeled '4'. At the bottom of the modal, a blue 'Create guest profile' button is highlighted with a red box and red circle labeled '5'. The background shows the Egencia logo and footer text: 'Egencia.com Privacy Cookie policy Egencia promise Egencia LLC Terms of use Mobile app Customer support'. A small footer note at the bottom left reads: 'LLC. All rights reserved. GBT Travel Services UK Limited (GBT UK) and its authorized sublicensees (including Ovation Travel Group and Egencia) use certain trademarks and service marks of American Express Company.'