

Book Travel in Egencia as a Guest

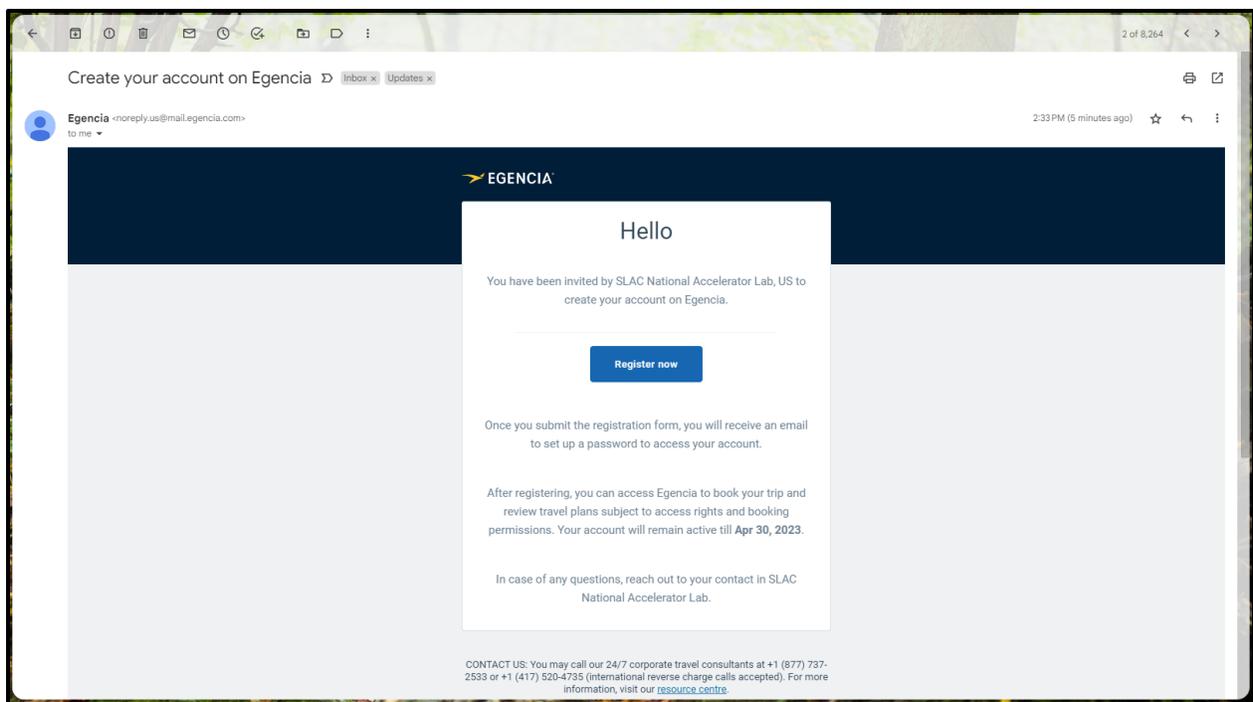


How To: Book Travel in Egencia as a Guest

Sponsored Guests/Visitors can book travel themselves in the Egencia system after receiving an invite from a Travel Admin via email or via link. Below are screenshots of the email the guest will receive and information on how to register.

Step 1

Receive Invitation email



Step 2

Enter your name, gender, mobile phone number, date of birth, agree to the terms of use, and hit the register button.

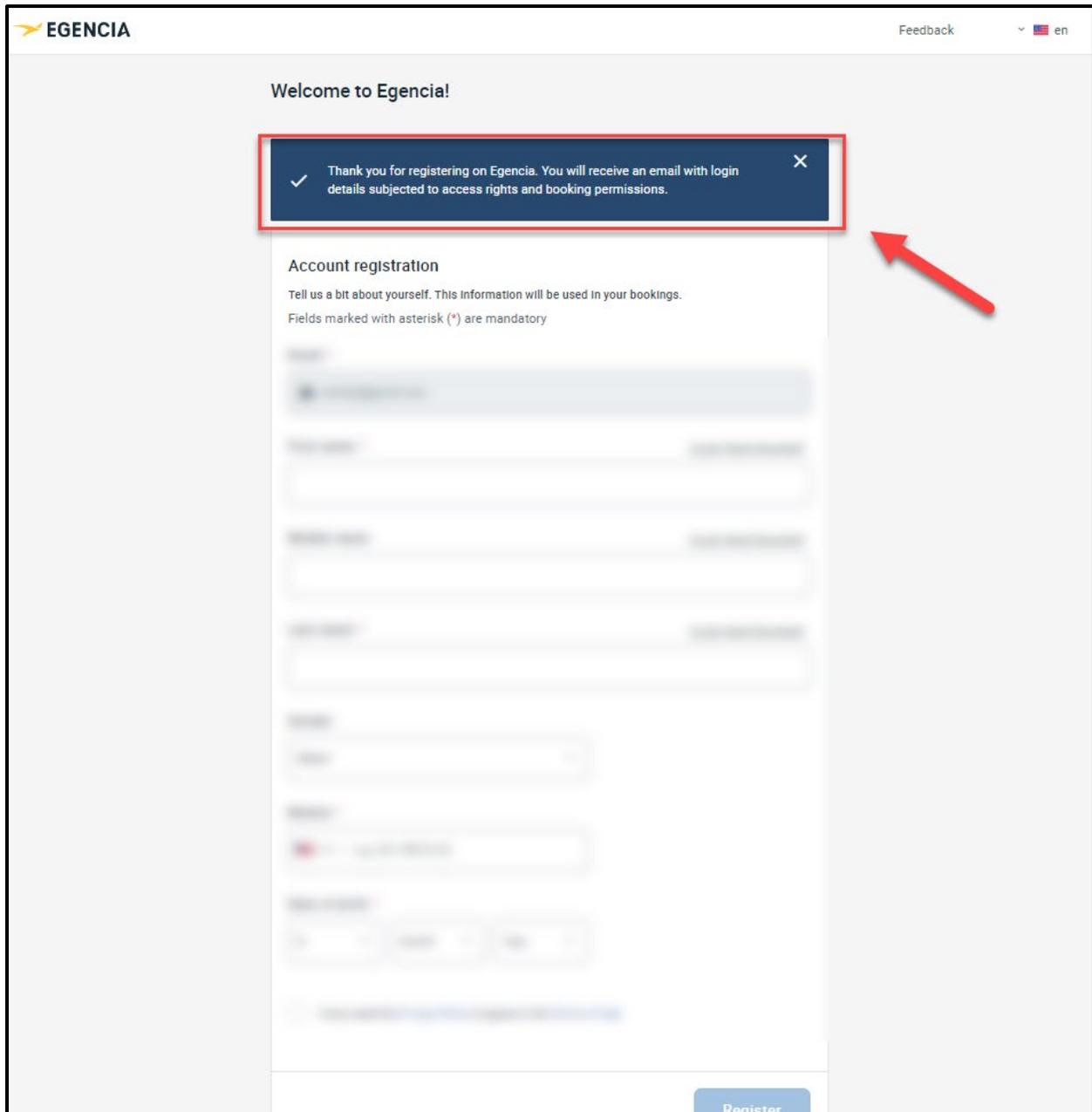
The image shows a web browser window displaying the EGENCIA account registration page. The page has a header with the EGENCIA logo on the left and 'Feedback' and a language selector 'en' on the right. The main content area is titled 'Welcome to Egencia!' and contains a registration form. The form is titled 'Account registration' and includes the following fields and elements:

- Email ***: A text input field with a red circle '1' next to it.
- First name ***: A text input field containing 'SLAC GUEST', with a red circle '1' next to it and the text 'As per travel document' to its right.
- Middle name**: A text input field with the text 'As per travel document' to its right.
- Last name ***: A text input field containing 'TRAVELER', with a red circle '1' next to it and the text 'As per travel document' to its right.
- Gender**: A dropdown menu with 'Female' selected.
- Mobile ***: A text input field containing '+1 650-384-4346'.
- Date of birth ***: Three dropdown menus showing '9', 'May', and '1986'.
- Terms of Use**: A checked checkbox with the text 'I have read the Privacy Policy & agree to the Terms of Use', with a red circle '2' next to it.
- Register**: A blue button with the text 'Register', with a red circle '3' next to it.

A red line connects the three numbered callouts (1, 2, and 3) in a sequence from top to bottom, indicating the order of steps in the registration process.

Step 3

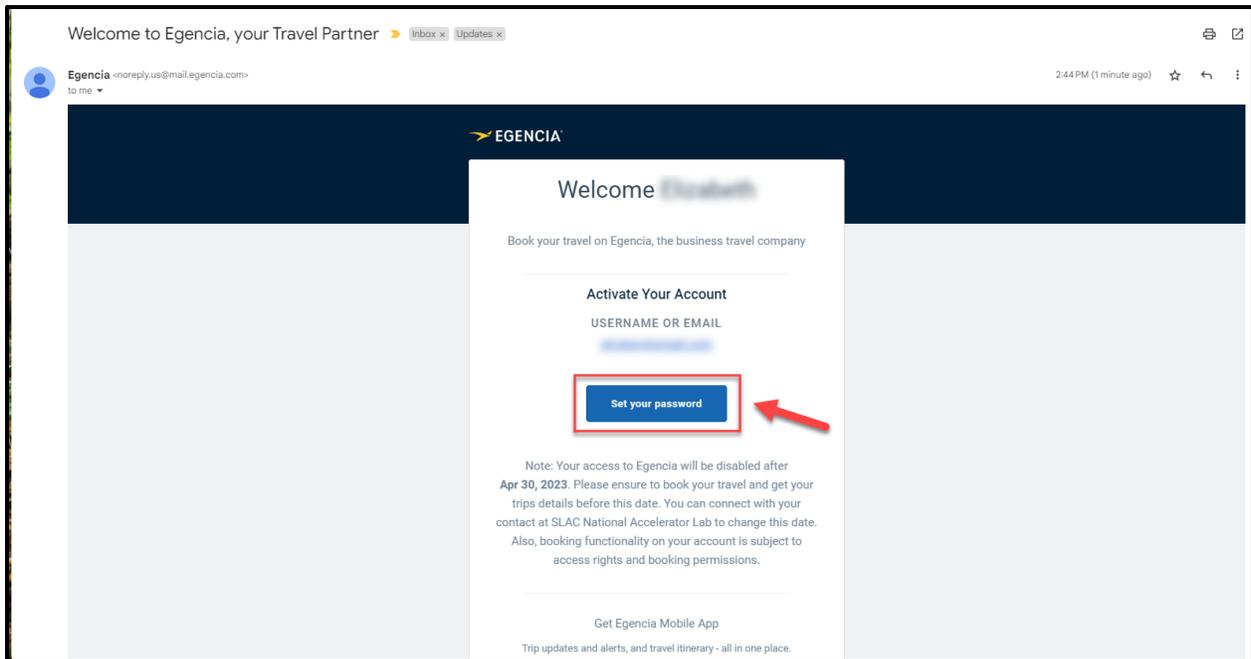
Receive confirmation message in Egencia.



The screenshot shows the Egencia website interface. At the top left is the Egencia logo. At the top right are links for "Feedback" and a language selector set to "en". Below the header, the text "Welcome to Egencia!" is displayed. A dark blue notification box with a white checkmark icon and a close button (X) is highlighted with a red border. The message inside the box reads: "Thank you for registering on Egencia. You will receive an email with login details subjected to access rights and booking permissions." A red arrow points from the right side of the notification box towards the registration form below. The registration form is titled "Account registration" and includes the text "Tell us a bit about yourself. This information will be used in your bookings." and "Fields marked with asterisk (*) are mandatory". The form contains several input fields, some with asterisks, and a "Register" button at the bottom right.

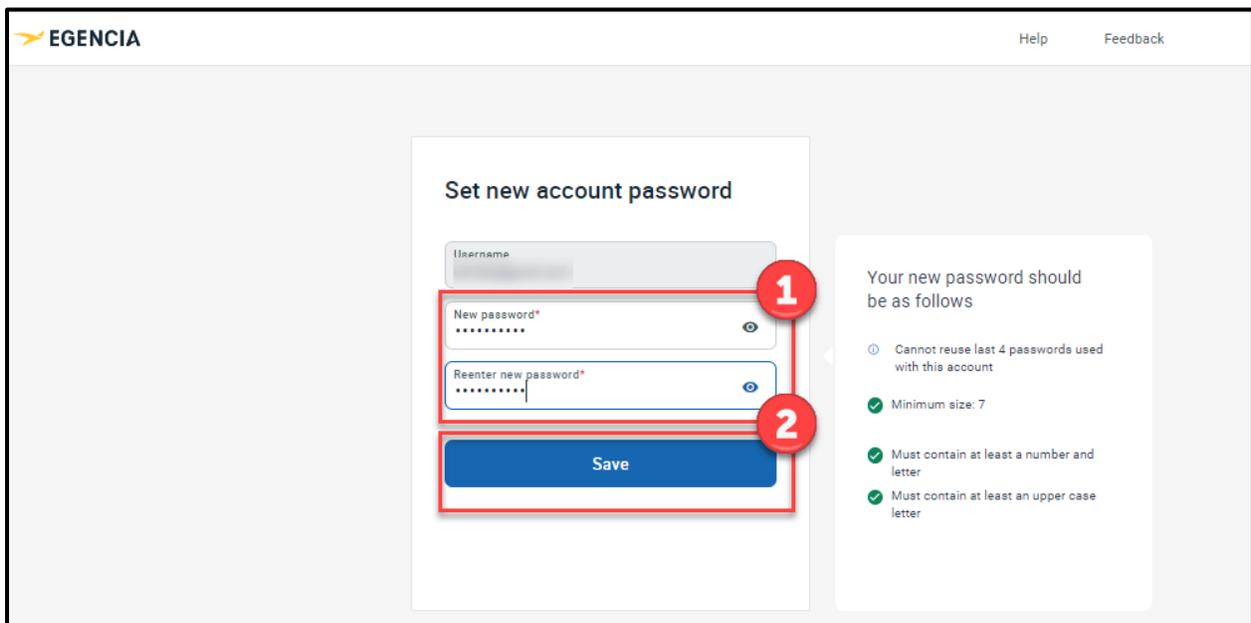
Step 4

Receive email to set your password



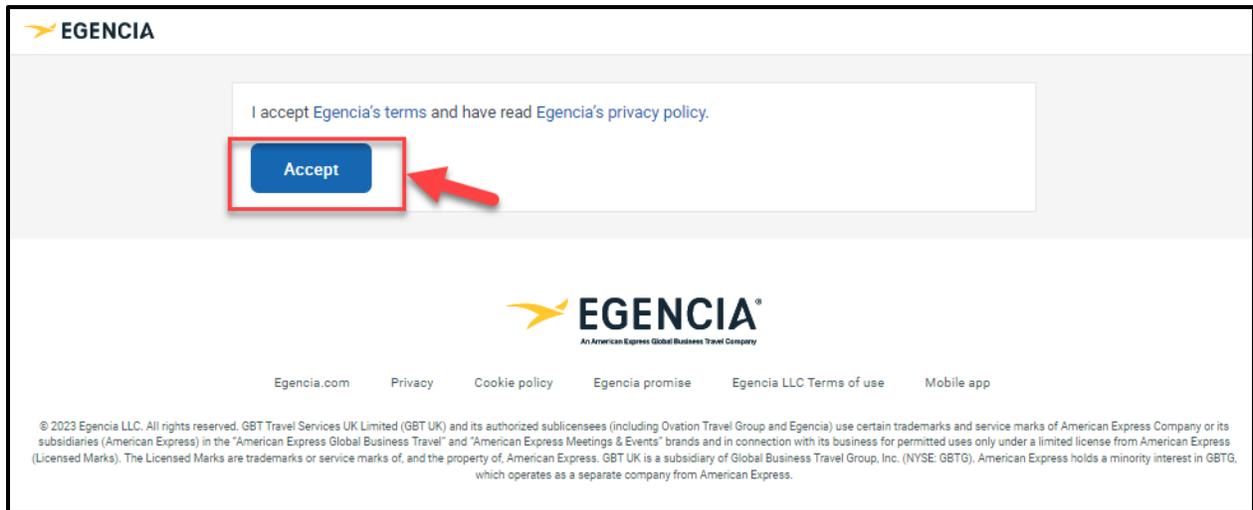
Step 5

Set new account password in Egencia and click the save button



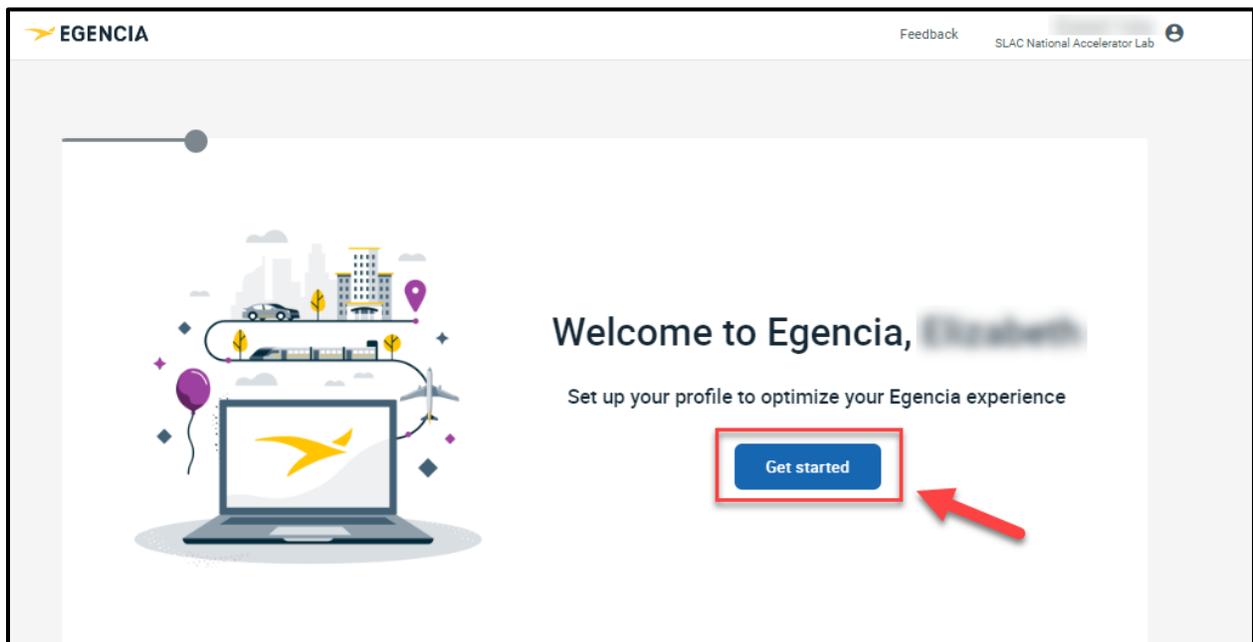
Step 6

Accept Egencia's terms and read their privacy policy



Step 7

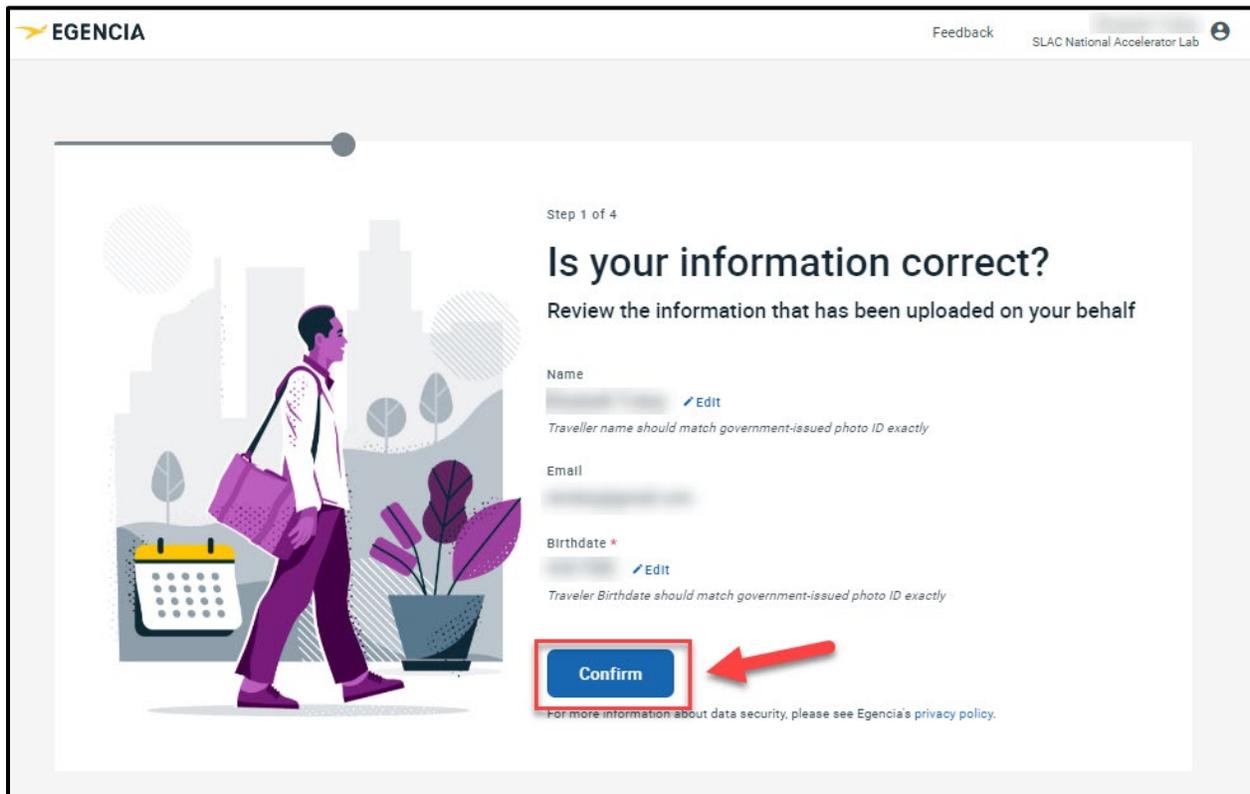
Set up your profile by clicking the Get started button



Step 8

Confirm your information is correct (modify if necessary) – Name, email and DOB and click the confirm button

NOTE: This information should match the government issued ID you intend on traveling with.



The screenshot shows the EGENCIA website interface. At the top left is the EGENCIA logo. At the top right are links for "Feedback" and "SLAC National Accelerator Lab". The main content area is titled "Step 1 of 4" and "Is your information correct?". Below this, it says "Review the information that has been uploaded on your behalf". There are three input fields: "Name" with an "Edit" link, "Email", and "Birthdate*" with an "Edit" link. Each field has a note below it: "Traveller name should match government-issued photo ID exactly", "Traveler Birthdate should match government-issued photo ID exactly", and "Traveler Birthdate should match government-issued photo ID exactly". A blue "Confirm" button is highlighted with a red box and a red arrow pointing to it. At the bottom, there is a link to "Egencia's privacy policy".

EGENCIA

Feedback SLAC National Accelerator Lab

Step 1 of 4

Is your information correct?

Review the information that has been uploaded on your behalf

Name [Edit](#)
Traveller name should match government-issued photo ID exactly

Email

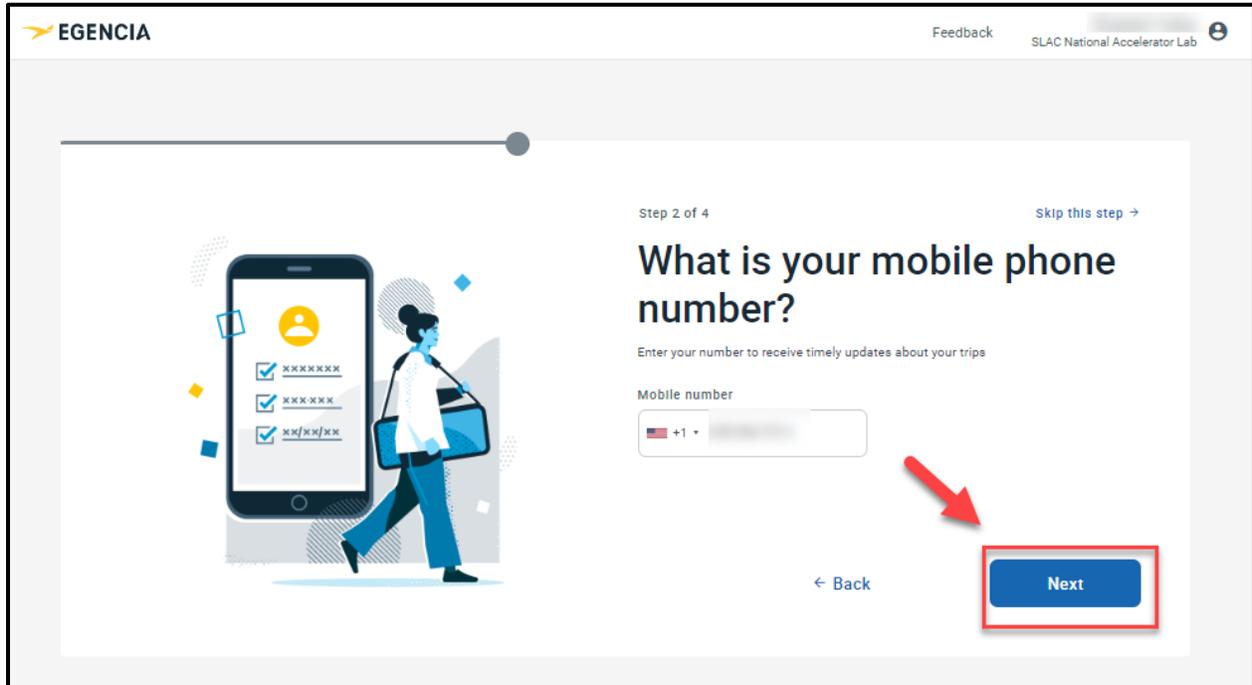
Birthdate* [Edit](#)
Traveler Birthdate should match government-issued photo ID exactly

Confirm

[For more information about data security, please see Egencia's privacy policy.](#)

Step 9

Confirm your mobile phone number is accurate (modify if necessary) and click the Next button



The screenshot shows a web form for EGENCIA. At the top left is the EGENCIA logo. At the top right are links for 'Feedback' and 'SLAC National Accelerator Lab'. The main content area is titled 'Step 2 of 4' with a 'Skip this step →' link. The heading is 'What is your mobile phone number?'. Below the heading is the instruction 'Enter your number to receive timely updates about your trips'. There is a 'Mobile number' input field with a dropdown menu showing '+1'. To the left of the input field is a large illustration of a woman walking with a suitcase, next to a smartphone displaying a checklist with three items, each with a checkmark and a redacted number. At the bottom right, there is a blue 'Next' button highlighted with a red box and a red arrow pointing to it. To the left of the 'Next' button is a blue '< Back' link.

Step 10 (Optional – you may skip this step)

Add travel documents if you're going on a foreign trip and click the Next button

The screenshot shows the EGENCIA website interface. At the top left is the EGENCIA logo. At the top right are links for 'Feedback' and 'SLAC National Accelerator Lab' with a user profile icon. The main content area is titled 'Step 3 of 4' and 'Do you have travel documents?'. Below the title is the text 'Save time later by selecting and adding your travel documentation now'. On the left is an illustration of travel documents including a passport, a boarding pass, and a globe. On the right, there are two buttons: a blue 'Passport' button and a white 'TSA documents' button. Below these buttons are a '← Back' link and a blue 'Next' button. A red box highlights the 'Skip this step →' link at the top right, the 'Passport' button, and the 'Next' button.

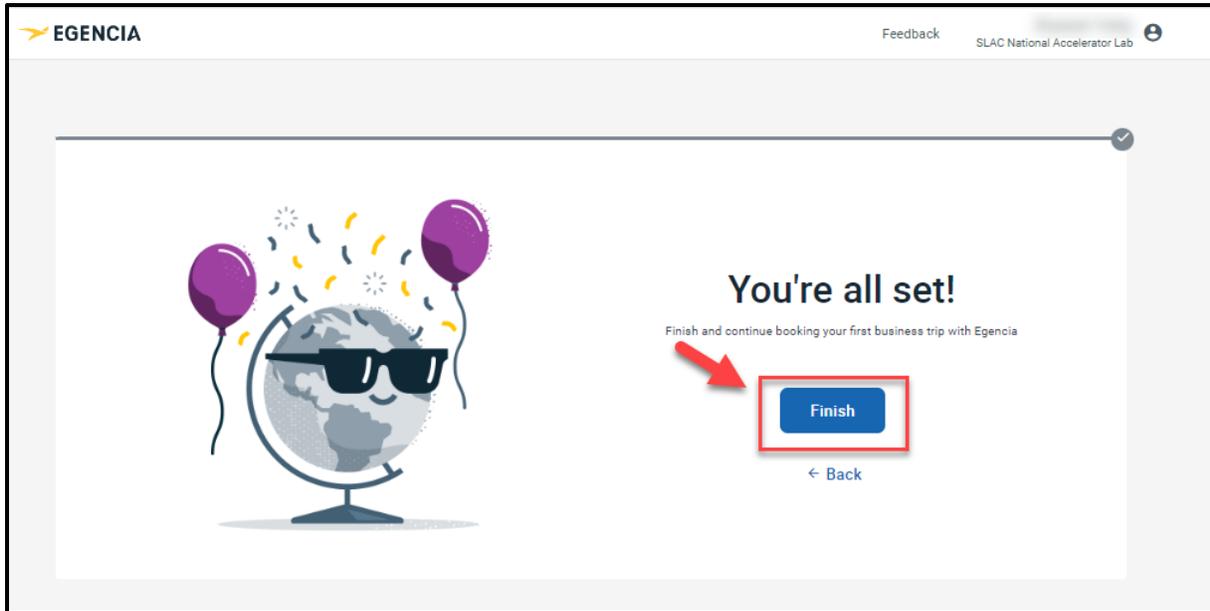
Step 11 (Optional – you may skip this step)

Add any flight preferences and click the Next button

The screenshot shows the EGENCIA website interface. At the top left is the EGENCIA logo. At the top right are links for 'Feedback' and 'Elizabeth Trokey SLAC National Accelerator Lab' with a user profile icon. The main content area is titled 'Step 4 of 4' and 'What are your flight preferences?'. Below the title is the text 'Book flights faster! Adding your preferences allows you to search and book more quickly.' On the left is an illustration of a suitcase, a hat, and a globe. On the right, there are three input fields: 'Preferred departure city', 'Meal preference Please select', and 'Seat preference Aisle'. Below these fields are a '← Back' link and a blue 'Next' button. A red arrow points to the 'Next' button, which is also highlighted with a red box.

Step 12

Click the Finish Button on the You're All Set screen



Example of completed access

