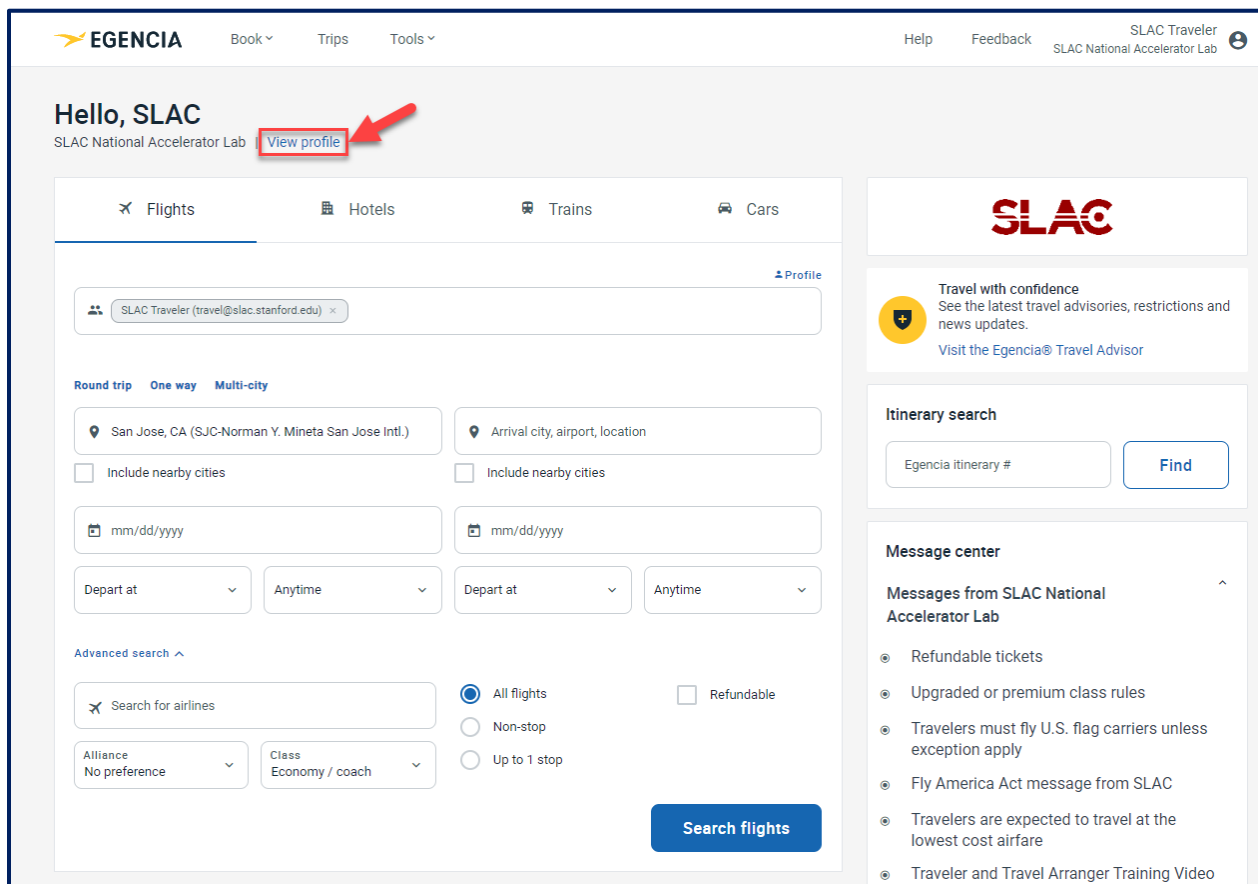# Adding a Form of Payment to Egencia

How To: Add a Form of Payment to Egencia

A traveler or an arranger can log into Egencia and add a form of payment to a traveler's profile via the **"Payment Type"** section under profile settings. Under profile settings there will be an **"Add Credit Card"** feature the traveler or arranger can click on to add the credit card. Below are screenshots for additional guidance.

Step 1
Log in to Egencia with your SLAC username and password.
Click "View Profile"

Step 2
Select the "Payment type" section and click on the "Add credit card" button