

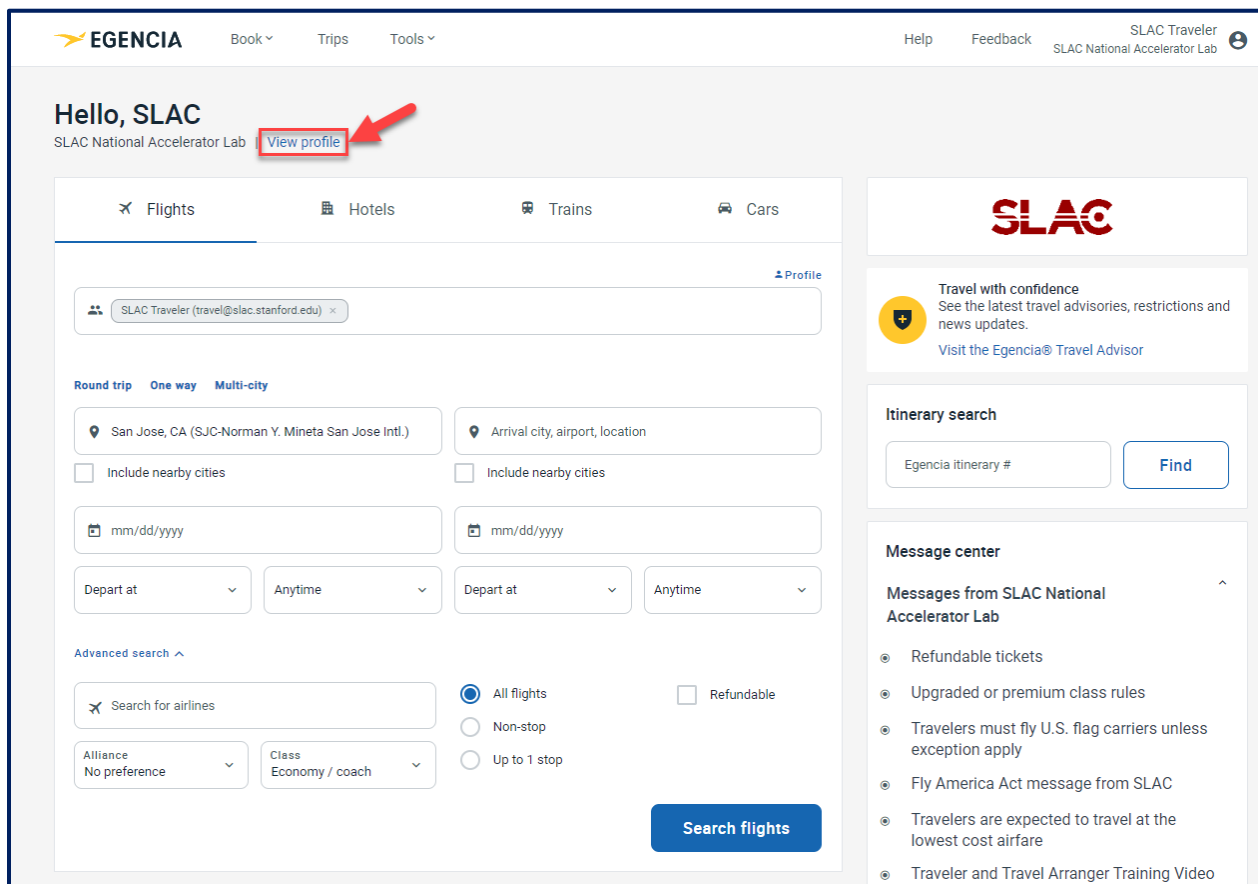
Adding a Form of Payment to Egencia

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"**



The screenshot shows the Egencia user interface. At the top, the Egencia logo is on the left, and navigation links for 'Book', 'Trips', and 'Tools' are in the center. On the right, there are links for 'Help', 'Feedback', and the user's profile information: 'SLAC Traveler' and 'SLAC National Accelerator Lab'. Below the navigation, the user is greeted with 'Hello, SLAC' and 'SLAC National Accelerator Lab'. A 'View profile' link is highlighted with a red box and a red arrow. The main content area is divided into sections for 'Flights', 'Hotels', 'Trains', and 'Cars'. The 'Flights' section is active, showing search filters for origin (San Jose, CA), arrival city, dates, and departure times. There are also advanced search options for airlines, class, and refundability. On the right side, there is a 'SLAC' logo, a 'Travel with confidence' message, an 'Itinerary search' section, and a 'Message center' with a list of messages from SLAC National Accelerator Lab.

Step 2

Select the “Payment type” section and click on the “Add credit card” button

The screenshot shows the EGENCIA SLAC Traveler profile page. The top navigation bar includes the EGENCIA logo, 'Book', 'Trips', 'Tools', 'Help', 'Feedback', and 'SLAC Traveler SLAC National Accelerator Lab'. The main heading is 'Profile'. Below this, there is a summary section with 'SLAC Traveler' (travel@slac.stanford.edu), 'Username' (travel@slac.stanford.edu), and 'Account status' (Active). A note indicates the last login was on Sep 10, 2021 at 10:32 am Pacific Daylight Time, and a disclaimer states that fields marked with an asterisk (*) are mandatory.

The left sidebar contains several sections: 'Personal information' (Name, phone number, address), 'Account settings' (Email ID, password), 'Travel documents' (Passports, other documents) with an 'Add passport' button, 'Custom data fields' (Department and custom data fields), 'User associations' (Traveler groups, roles), 'Arrange and approve' (Travel arranging and approving settings), 'Payment type' (Payment means, credits and coupons) which is highlighted with a red box and a red circle with the number 1, and 'Loyalty programs' (Frequent traveler accounts).

The main content area is titled 'Payment type' and contains three sections: 'Credit cards' (You can also pay using your credit card. Right now, we don't have any card saved with us.) with an 'Add credit card' button highlighted by a red box and a red circle with the number 2; 'Coupons' (You currently have no saved coupons.); and 'Airline credits' (You can put airline credits toward the purchase of new flights on the same airline. No airline credits available. Learn how to redeem airline credits).