Adding a Loyalty Program to Egencia
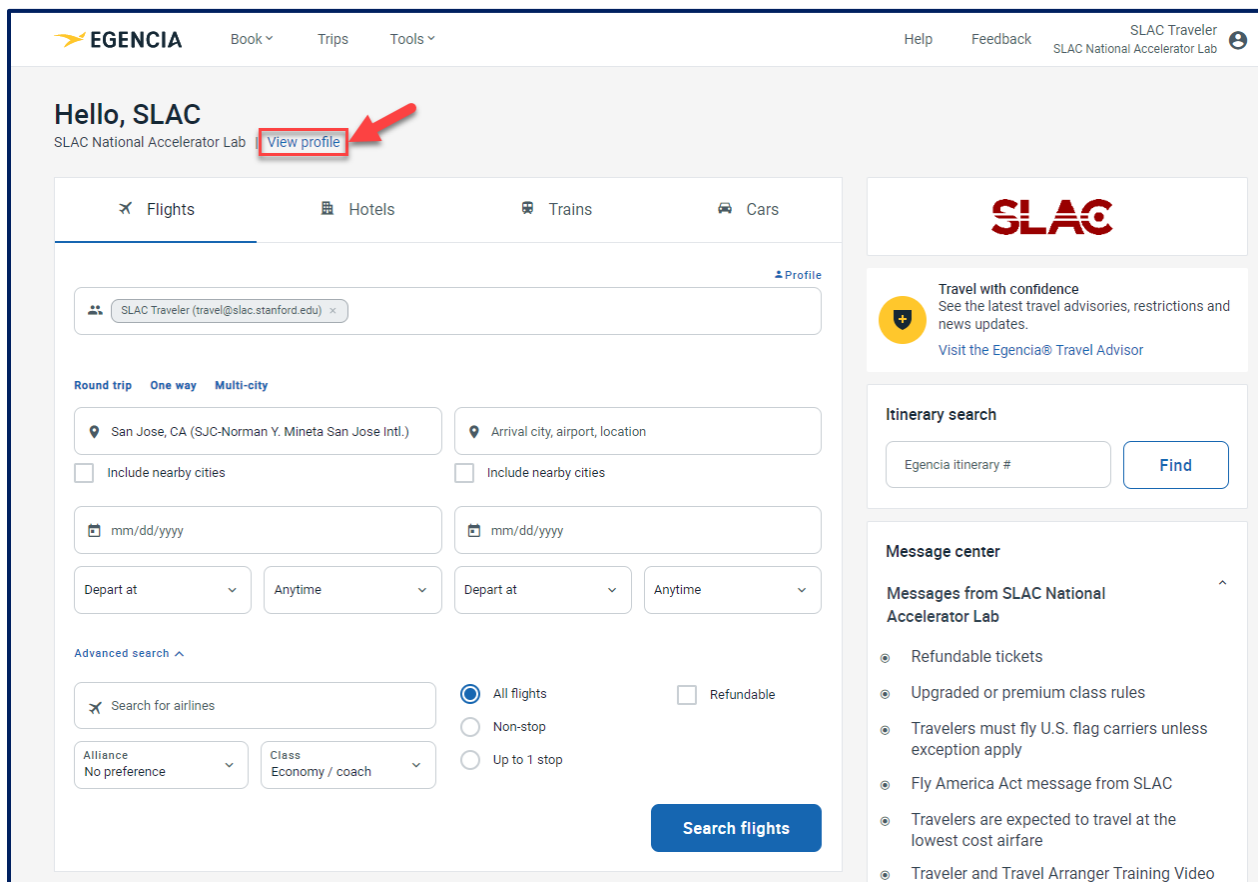
How To: Add a Loyalty Program to Egencia

A traveler or an arranger can log into Egencia and add a loyalty program to a traveler's profile via the **"Loyalty Programs"** section under profile settings. Under profile settings there will be an **"Add Card"** feature the traveler or arranger can click on to add the program. 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 "Loyalty Programs" section and click on the "Add card" button