

Adding a Loyalty Program to Egencia

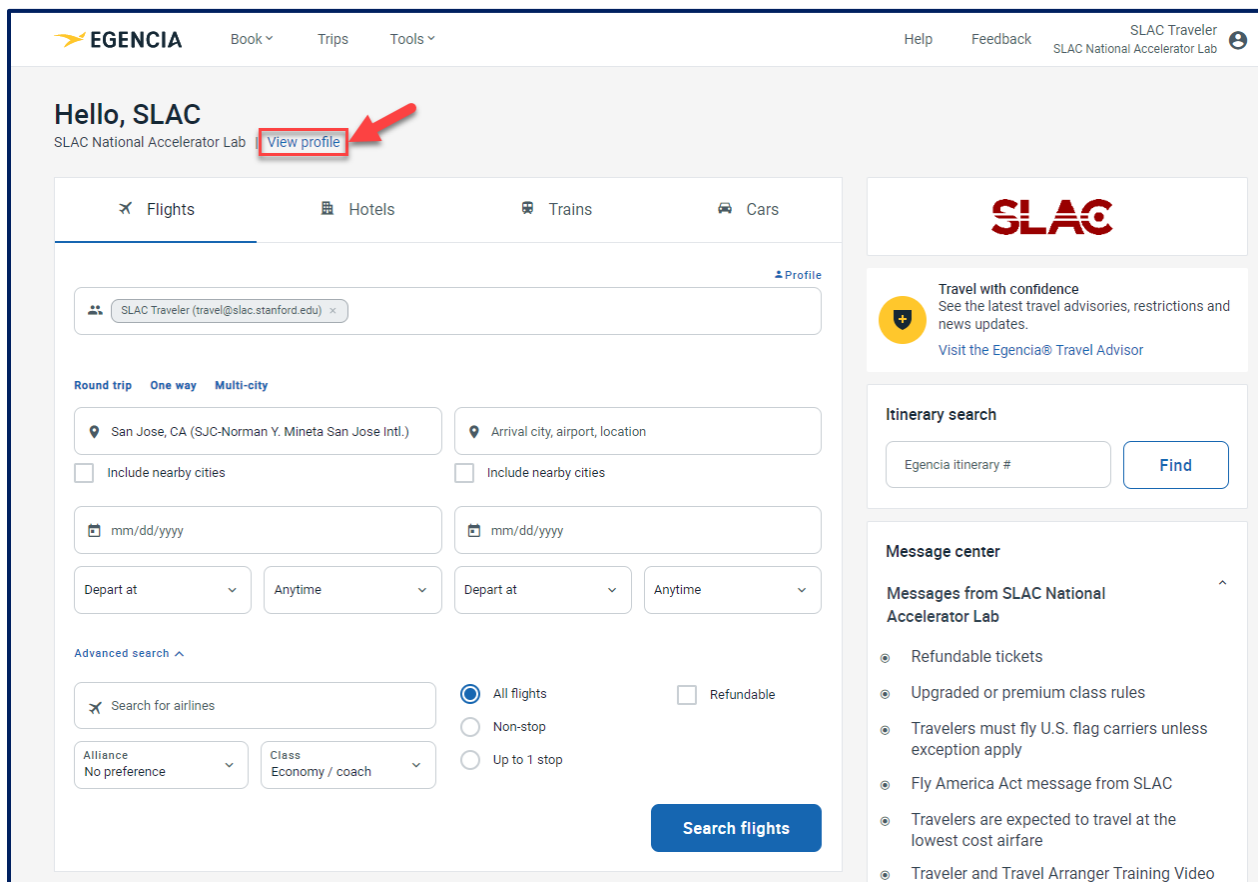
How To: Add a Loyalty Program to Egencia

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"**



The screenshot displays the Egencia user interface for a user named SLAC National Accelerator Lab. At the top, the Egencia logo and navigation menu (Book, Trips, Tools) are visible. The user's profile is shown with the name "Hello, SLAC" and the email "SLAC National Accelerator Lab". A "View profile" button is highlighted with a red box and arrow. Below the profile information are search filters for flights, hotels, trains, and cars. The right sidebar contains a SLAC logo, a "Travel with confidence" message, an "Itinerary search" section, and a "Message center" with various travel-related messages.

Step 2

Select the “Loyalty Programs” section and click on the “Add card” button

The screenshot shows the EGENCIA user profile page. The top navigation bar includes the EGENCIA logo, 'Book', 'Trips', and 'Tools' menus, along with 'Help', 'Feedback', and 'SLAC Traveler' links. The main content area is titled 'Profile' and contains a summary of user information: 'SLAC Traveler' (travel@slac.stanford.edu), 'Username' (travel@slac.stanford.edu), and 'Account status' (Active). Below this is a 'Last login' timestamp and a note about mandatory fields. The left sidebar lists various profile sections: 'Personal information', 'Account settings', 'Travel documents' (with an 'Add passport' link), 'Custom data fields', 'User associations', 'Arrange and approve', 'Payment type', and 'Loyalty programs' (with a right-pointing arrow). A red box and a red circle with the number '1' highlight the 'Loyalty programs' section in the sidebar. The main content area features a 'Loyalty programs' section with a card icon and the text 'Add your loyalty, subscription, and discount cards to get loyalty reward points on bookings'. A blue 'Add card' button is highlighted with a red box and a red circle with the number '2'.