Adding a Passport to Egencia
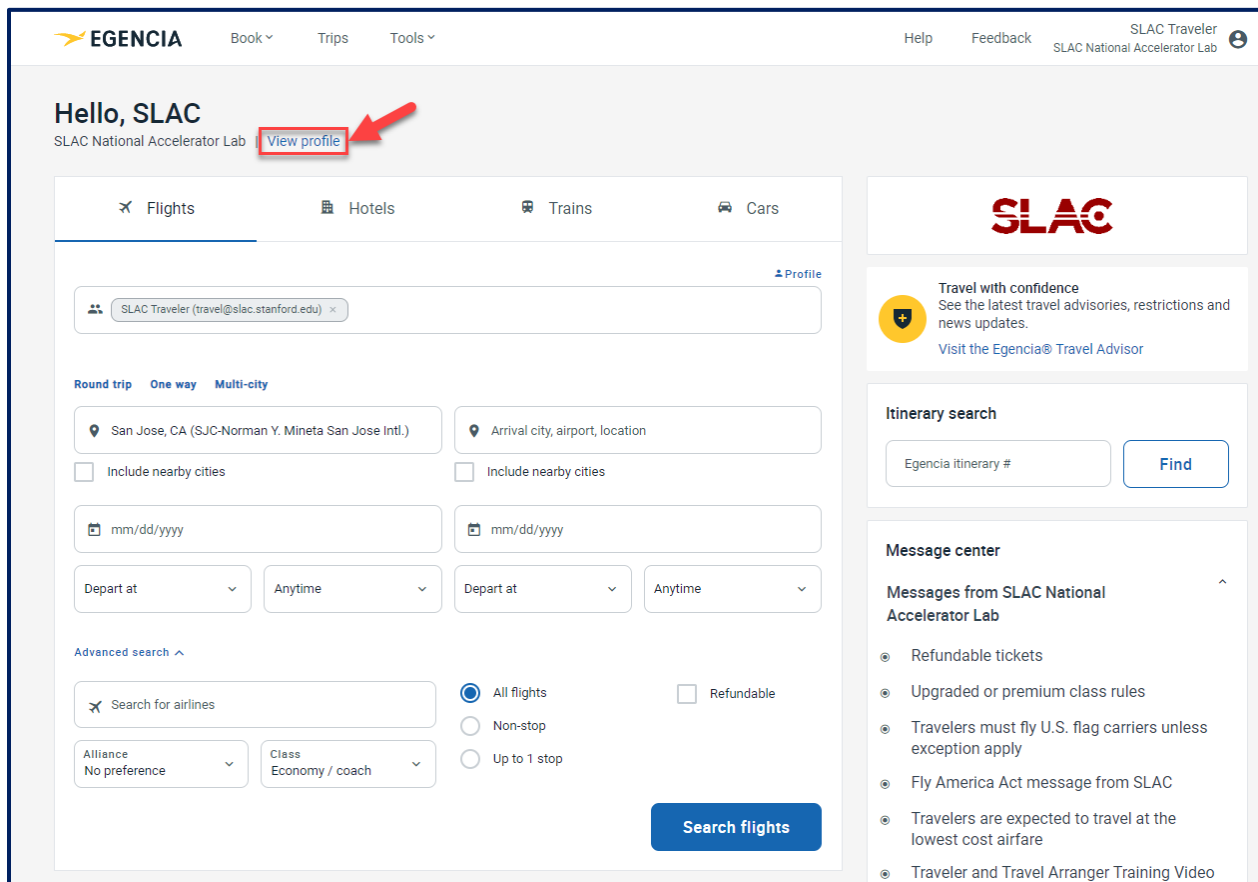
How To: Add a Passport to Egencia

A traveler or an arranger can log into Egencia and add a passport to a traveler's profile via the **"Travel documents"** section under profile settings. Under profile settings there will be an **"+Add New"** feature the traveler or arranger can click on to add the passport. 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 "Travel Documents" section and click on "+AddNew"