

# Adding a Passport to Egencia

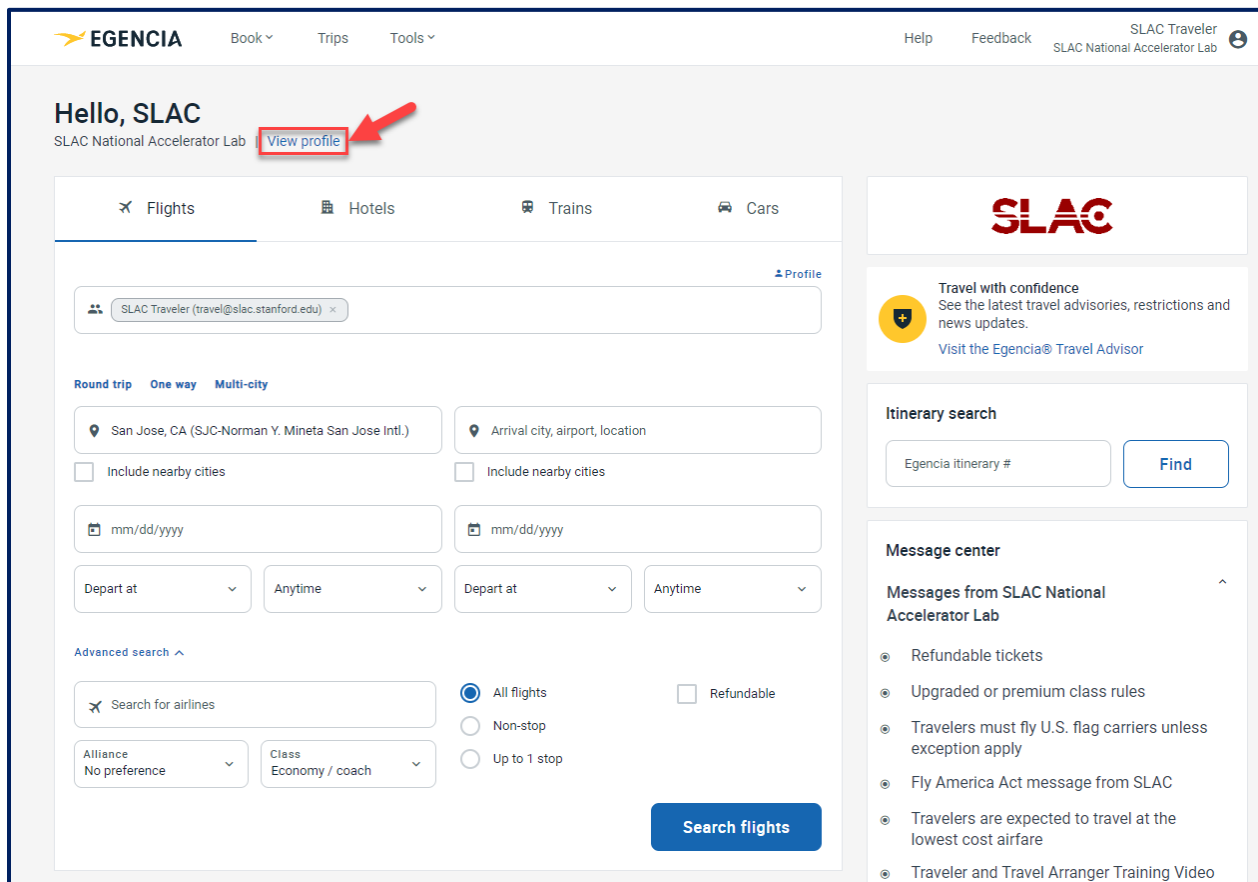
## How To: Add a Passport to Egencia

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"**



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 'SLAC Traveler 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. Below this, there are tabs for 'Flights', 'Hotels', 'Trains', and 'Cars'. The 'Flights' tab is active. A search bar contains the text 'SLAC Traveler (travel@slac.stanford.edu)'. Below the search bar, there are options for 'Round trip', 'One way', and 'Multi-city'. The 'Round trip' option is selected. There are two location input fields: 'San Jose, CA (SJC-Norman Y. Mineta San Jose Intl.)' and 'Arrival city, airport, location'. There are also two date input fields, both showing 'mm/dd/yyyy'. Below the date fields, there are 'Depart at' dropdown menus, both set to 'Anytime'. At the bottom, there is an 'Advanced search' section with a 'Search for airlines' input field, radio buttons for 'All flights' (selected), 'Non-stop', and 'Up to 1 stop', and a 'Refundable' checkbox. There are also dropdown menus for 'Alliance' (set to 'No preference') and 'Class' (set to 'Economy / coach'). A 'Search flights' button is at the bottom right. On the right side of the page, there is a 'SLAC' logo, a 'Travel with confidence' section with a plus icon, an 'Itinerary search' section with an input field for 'Egencia itinerary #' and a 'Find' button, and a 'Message center' section with a list of messages from SLAC National Accelerator Lab, including 'Refundable tickets', 'Upgraded or premium class rules', 'Travelers must fly U.S. flag carriers unless exception apply', 'Fly America Act message from SLAC', 'Travelers are expected to travel at the lowest cost airfare', and 'Traveler and Travel Arranger Training Video'.

## Step 2

Select the “Travel Documents” section and click on “+AddNew”

The screenshot shows the EGENCIA SLAC Traveler profile page. The page is divided into a left sidebar and a main content area. The sidebar contains several sections: Personal information, Account settings, Travel documents (highlighted with a red box and a red circle with the number 1), Custom data fields, User associations, Arrange and approve, Payment type, and Loyalty programs. The main content area is titled "Travel documents" and contains two sub-sections: "Passports" (highlighted with a red box and a red circle with the number 2) and "TSA secure flight information". The "Passports" sub-section shows "No passport" and a "+ Add new" button. The "TSA secure flight information" sub-section shows "No TSA secure flight information" and a "+ Add new" button. The top navigation bar includes the EGENCIA logo, "Book", "Trips", "Tools", "Help", "Feedback", and "SLAC Traveler SLAC National Accelerator Lab".

**Profile**

SLAC Traveler  
travel@slac.stanford.edu

Username  
travel@slac.stanford.edu

Account status  
Active

Last login :Sep 10, 2021 10:32 am Pacific Daylight Time

Fields marked with asterisk (\*) are mandatory

**Personal information**  
Name, phone number, address

**Account settings**  
Email ID, password

**Travel documents** ▲ Add passport →

Passports, other documents

**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

**Loyalty programs**  
Frequent traveler accounts

**Travel documents**

**Passports** + Add new

No passport

**TSA secure flight information** + Add new

No TSA secure flight information