

# Adding an Arranger in Egencia

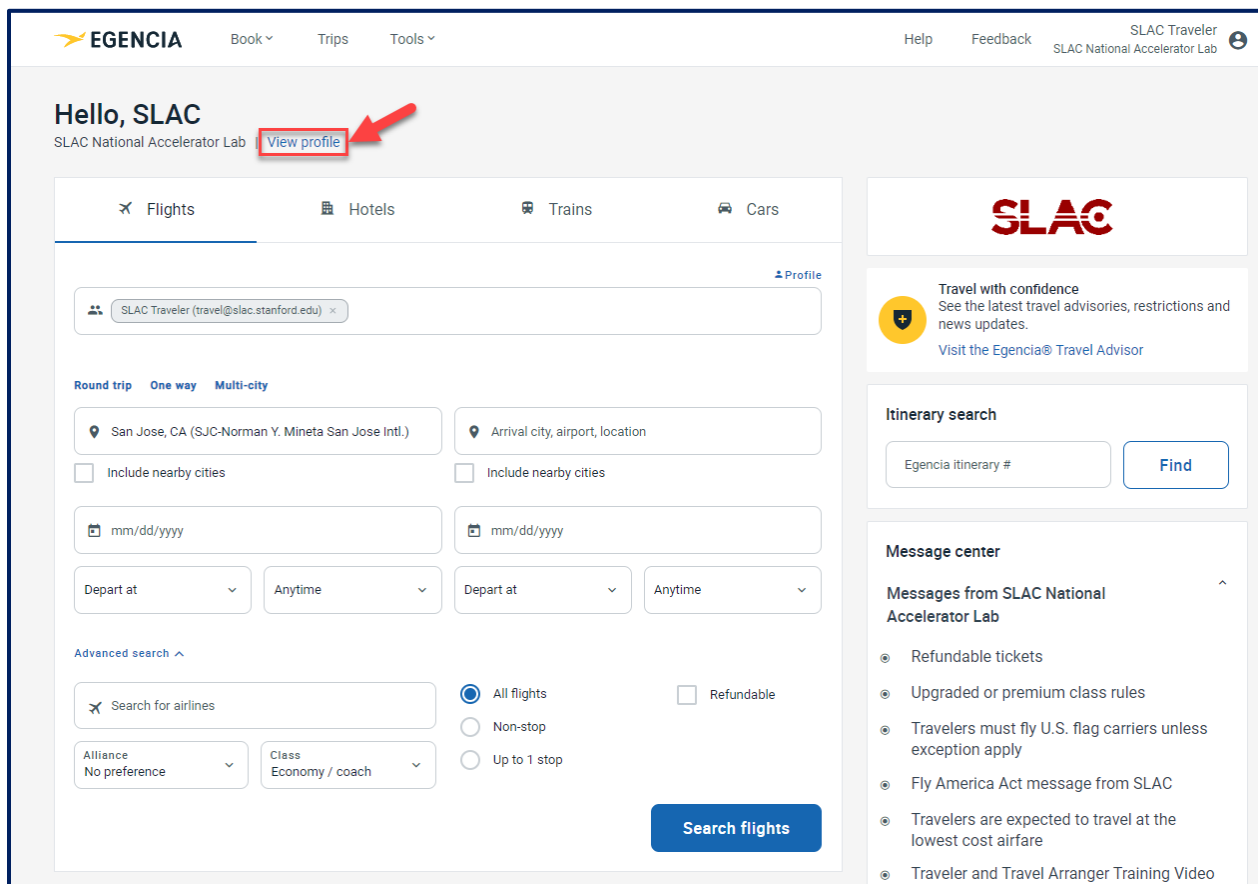
## How To: Add an Arranger in Egencia (For Travelers)

A traveler can log into Egencia and add the arranger via the **"Arrange and Approve"** section under profile settings. Under profile settings there will be a **"Manage"** feature the traveler can click on to add the Arranger's name. 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. 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, a greeting 'Hello, SLAC' is followed by 'SLAC National Accelerator Lab' and a 'View profile' button, which is highlighted with a red box and a red arrow. The main content area is divided into sections: 'Flights', 'Hotels', 'Trains', and 'Cars'. The 'Flights' section is active, showing a search form with fields for origin (San Jose, CA), arrival city, departure date, and time. There are also options for 'Include nearby cities', 'Advanced search' (with filters for airlines, alliance, class, and stops), and a 'Search flights' button. On the right side, there is a 'SLAC' logo, a 'Travel with confidence' section with a 'Visit the Egencia® Travel Advisor' link, an 'Itinerary search' section with a 'Find' button, and a 'Message center' section with a list of messages from SLAC National Accelerator Lab.

## Step 2

Select the “Arrange and approve” section and click on the “Manage” hyperlink under Arrangers

The screenshot displays the EGENCIA SLAC Traveler profile page. The top navigation bar includes the EGENCIA logo, 'Book', 'Trips', and 'Tools' menus, along with 'Help', 'Feedback', and the user's name 'SLAC Traveler' and affiliation 'SLAC National Accelerator Lab'. The main heading is 'Profile'. Below this, a summary section shows 'SLAC Traveler' with email '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 page is divided into two main columns. The left column contains a sidebar with 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) which is highlighted with a red box and a red circle containing the number '1', 'Payment type' (Payment means, credits and coupons), and 'Loyalty programs' (Frequent traveler accounts).

The right column is titled 'Arrange and approve' and contains three sections: 'Arrangers' (No Arranger selected) with a 'Manage' link highlighted by a red box and a red circle containing the number '2'; 'Travelers' (No Traveler selected) with a 'Manage' link; and 'Approvers' (No Approver selected).