Adding a Form of Payment to Egencia

Either a traveler or an arranger can access Egencia and input a form of payment into a traveler's profile through the "Payment Type" section in profile settings. Within profile settings, there's an option to "Add Credit Card" that the traveler or arranger can select to input the credit card details. Refer to the screenshots below for further assistance.

Step 1: Log in to Egencia with your SLAC username and password.

Step 2: Click “View Profile”

Step 3: Navigate to “Payment Type” section and click on the “Add credit card” button.