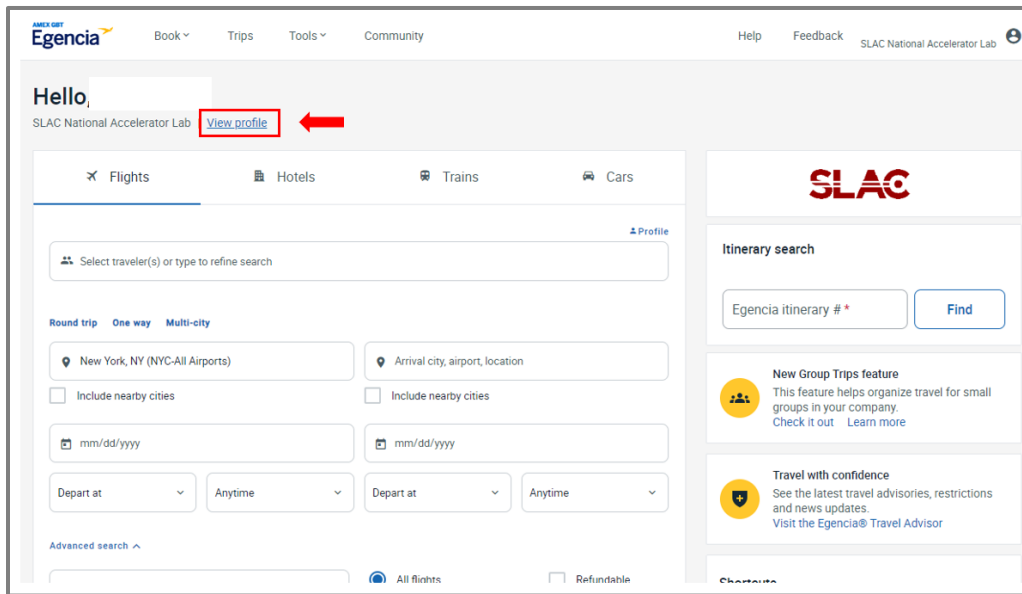


Adding a Form of Payment to Egencia

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.

