

## 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"

gencia Book~	Trips Tools ¥	Community		Help	Feedback SLAC National Accelerator Lab
Hello, LAC National Accelerator Lab	ew profile				
¥ Flights	■ Hotels	🖶 Trains	🛱 Cars		SLAC
Select traveler(s) or type to re	fine search		≛ Profile	Itinerary se	earch
Round trip One way Multi-city				Egencia	itinerary # * Find
New York, NY (NYC-All Airport	ts)	Arrival city, airport, location		N	ow Group Trips feature
Include nearby cities		Include nearby cities			his feature helps organize travel for small oups in your company. heck it out
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Advanced search A					
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Step 3: Navigate to "Payment Type" section and click on the "Add credit card" button.

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Profile		Q. Search users		
Last login :Apr 19, 2024 2:38 pm Pacific Daylight Time		Fields marked with asterisk (*) are mandatory		
Personal information Name, phone number, address	Payment type			
Account settings Email ID, password	Credit cards You can also pay using your credit card. Right now, we don't have any card saw	ed with us.		
Travel documents Add passport Passports, other documents	Add credit cerd	-2		
Custom data fields Department and custom data fields				
User associations Traveler groups, roles	Airline credits			
Arrange and approve	No airline credits available.	le.		
	Learn how to redeem airline credits			
Payment type → Payment means and credits				