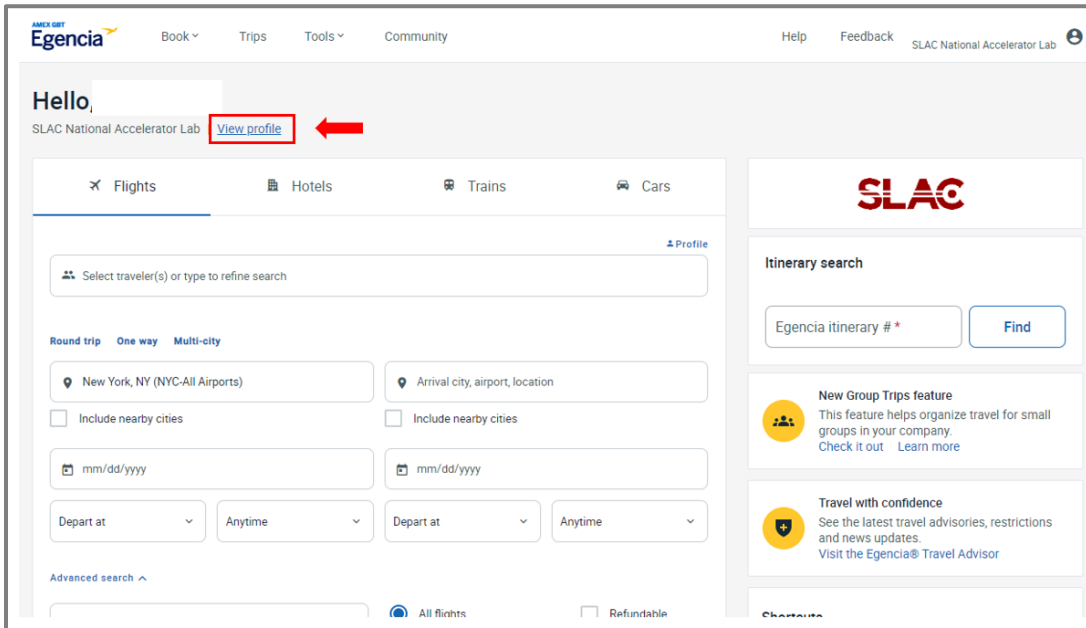


## Adding a Loyalty Program to Egencia

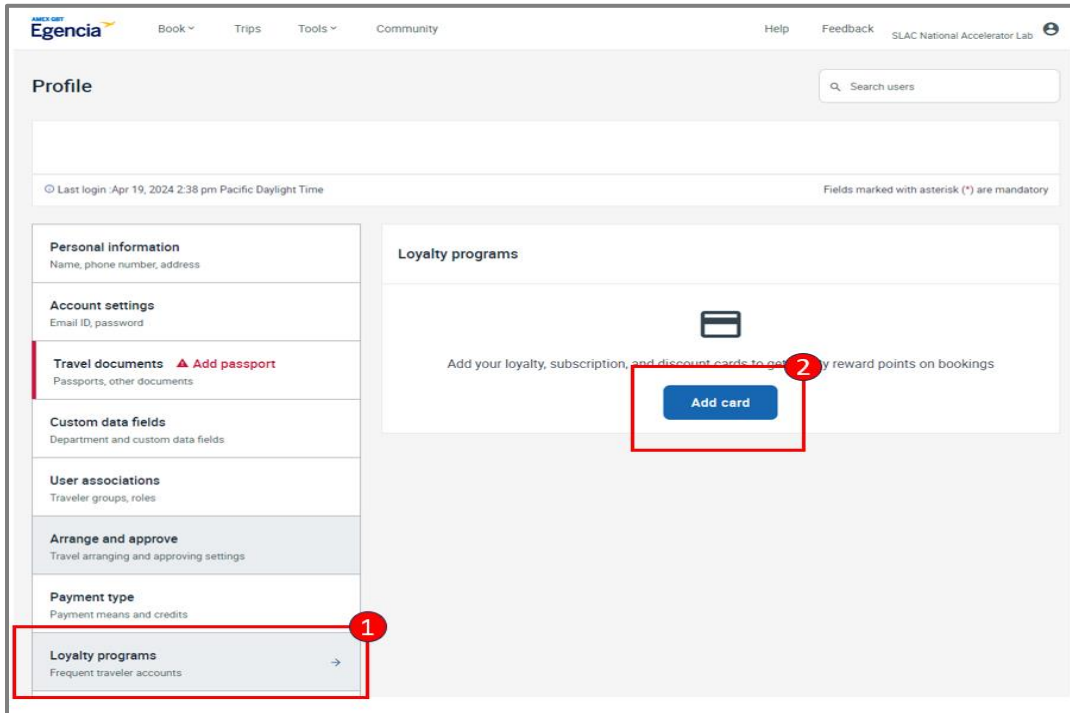
Either a traveler or an arranger can access Egencia and include a loyalty program in a traveler's profile through the "**Loyalty Programs**" section in profile settings. Within profile settings, there's an option to "**Add Card**" that the traveler or arranger can select to add the program. Refer to the screenshots below for further guidance.

Step 1: [Log in to Egencia](#) with your **SLAC username** and **password**.

Step 2: Click "**View Profile**"



Step 3: Choose the "Loyalty programs" section and then click on the "Add card" button.



Step 4. Clicking on the "Add Card" brings up a sidebar to the right. You can type the program name in the box or scroll through the drop-down menu to select it. If you are adding a frequent flyer account, be sure to select the preferred seating box if your status qualifies you for preferred seats. Enter the card number and click "Save" at the bottom. You can continue to add multiple accounts.

Frequent traveler accounts ×

Program name \*  
Please select ▼

Card number \*

Cancel Save