

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	P	Profile"
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Iello, AC National Accelerator Lab	w profile			
¥ Flights	≞ Hotels	🖶 Trains	🛱 Cars	SLAC
Select traveler(s) or type to refi	ne search		± Profile	Itinerary search
Round trip One way Multi-city				Egencia itinerary # * Find
New York, NY (NYC-All Airports	:)	• Arrival city, airport, location		New Group Trips feature
Include nearby cities		Include nearby cities		This feature helps organize travel for small groups in your company. Check it out
mm/dd/yyyy		mm/dd/yyyy		
Depart at v	nytime v	Depart at ~	Anytime ~	Travel with confidence See the latest travel advisories, restrictions and news updates: Visit the Egencia® Travel Advisor
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Profile		Q. Search users
⊙ Last login :Apr 19, 2024 2:38 pm Pacific Daylight Time		Fields marked with asterisk (*) are mandato
Personal information Name, phone number, address	Loyalty programs	
Account settings Email ID, password	8	
Travel documents Add passport Passports, other documents	Add your loyalty, subscription, and discount cards to get	y reward points on bookings
Custom data fields Department and custom data fields		-
User associations Traveler groups, roles		
Arrange and approve Travel arranging and approving settings		
Payment type Payment means and credits	1	
Loyalty programs Frequent traveler accounts	T	

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.

Frequen	t traveler acco	ounts X
Program name * Please select		~
Card number *		
	Ormani	
	Cancel	Save