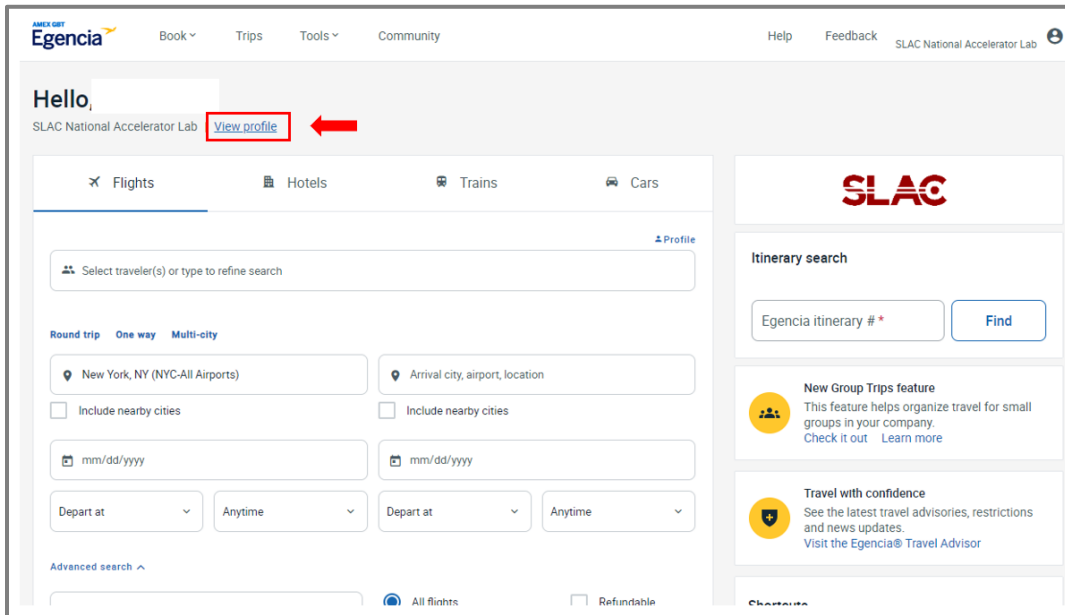# Adding a Passport to Egencia

Either a traveler or an arranger can access Egencia and include a passport in a traveler's profile through the "**Travel Documents**" section in profile settings. Within profile settings, there's a feature labeled "**+ Add New**" that the traveler or arranger can select to add the passport. 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: Navigate to the "**Travel Documents**" section and click on "**+ Add New**".