

## 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".

gencia Book~	Trips Tools ~	Community		Help Feedback SLAC National Accelerator L
AC National Accelerator Lab	/iew.profile			
¥ Flights	🗎 Hotels	🗑 Trains	🛱 Cars	SLAC
Select traveler(s) or type to	refine search		± Profile	Itinerary search
Round trip One way Multi-city				Egencia itinerary # * Find
New York, NY (NYC-All Airpo	orts)	Arrival city, airport, location		New Group Trips feature
Include nearby cities		Include nearby cities		This feature helps organize travel for sma groups in your company.
mm/dd/yyyy		mm/dd/yyyy		
Depart at v	Anytime ~	Depart at v	Anytime ~	Travel with confidence See the latest travel advisories, restriction and news updates. Visit the Egencia® Travel Advisor
Advanced search 🔨				
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Step 3: Navigate to the "Travel Documents" section and click on "+ Add New".

Egencia	Book ~	Trips	Tools ~	Community	Help	Feedback	SLAC National Accelerator Lab
Profile						Q Search	h users
© Last login :Apr 19, 2024 2:38 pm Pacific Daylight Time						Fields mark	ed with asterisk (*) are mandatory
Personal inform	mation nber, address			Travel documents			
Account settin Email ID, passwor	I <b>gs</b> d			Passports			+ Add new
Travel docum Passports, other	ents 🔺 Ade documents	d passport	÷	No passport			
Custom data fi Department and c	ields sustom data fiel	ds					
<b>User associati</b> Traveler groups, ro	ons bles			TSA secure flight information			+ Add new
Arrange and a	pprove						