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”.