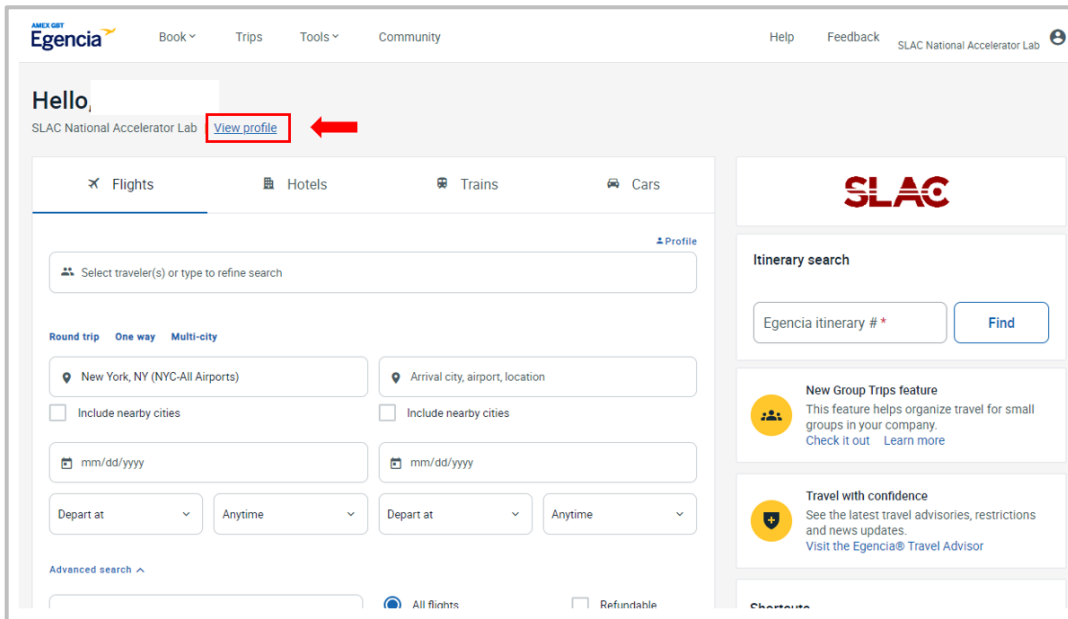


Adding a Traveler in Egencia (for Arrangers)

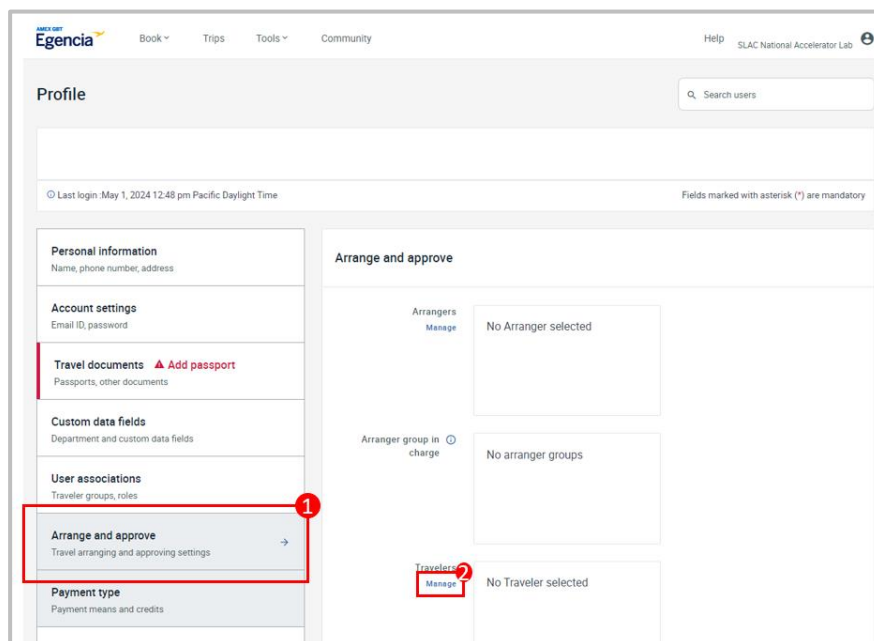
An arranger can log into Egencia and add the Traveler via the **"Arrange and Approve"** section under profile settings. Under profile settings there will be a **"Manage"** feature the arranger can click on to add the Traveler's name. Below are screenshots for additional guidance.

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

Step 2: Click **View Profile**.



Step 3: Choose the **Arrange and Approve** section and click on the **Manage** link under **Travelers**.



Step 4: Search and select the user(s) in the **All Users** tab, and click **Save**.

