

## **Choosing a Guest Template in Egencia**

Arrangers have the flexibility to select their preferred method for inviting Sponsored Guests/Visitors to utilize the Egencia system for travel bookings, with three different options available. Screenshots are provided below for additional clarity, and this document serves to expand upon the instructions outlined in the <u>How To:</u> <u>Create a Guest Template in Egencia</u> Quick Start Guide.

Step 1: Review the **"Options for Registering Guests"** available within the template you're working on. Decide whether you prefer to send them an email invitation, generate a link for multiple recipients for a specific event, or create the user's profile directly.

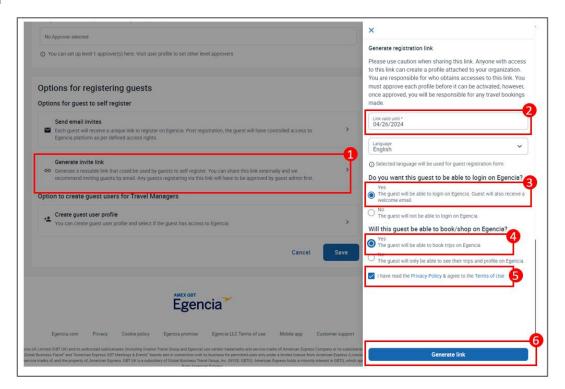
	ns for guest to self register	
	Send email invites	
	Each guest will receive a unique link to register on Egencia. Post registration, the guest will have controlled access to Egencia platform as per defined access rights.	>
	Generate invite link	
	Generate a reusable link that could be used by guests to self register. You can share this link externally and we recommend inviting guests by email. Any guests registering via this link will have to be approved by guest admin first.	>
otior	n to create guest users for Travel Managers	
	Create guest user profile	
	You can create guest user profile and select if the guest has access to Egencia.	>

## Example of "Send Email Invites"

No Approver selected	×
You can set up level 1 approver(s) here. Visit user profile to set other level approvers	Send email invite Guests will receive a link invite to register on Egencia. Once they have
Options for registering guests	completed the registration process, guests will have controlled access to Egencia platform as per defined access rights and you will be notified via email. Add up to 50 emails at a time to send guest registration invites *
-Options for guest to self register	Enter the email IDs separated by comma
Send email invites  Each guest will receive a unique link to register on Egencia. Post registration, the guest will have controlled access to Egencia platform as per defined access rights.	<b>,</b>
cgencia prationni as per denned access rights.	English Y
Generate invite link GP Generate a reusable link that could be used by guests to self register. You can share this link externally and we	<ul> <li>Selected language will be used for Email invitation and guest registration form.</li> </ul>
recommend inviting guests by email. Any guests registering via this link will have to be approved by guest admin first.	Do you want this guest to be able to login on Egencia?
Option to create guest users for Travel Managers	The guest will be able to login on Egencia. Guest will also receive a welcome email.
Create guest user profile     You can create guest user profile and select if the guest has access to Egencia.	No The guest will not be able to login on Egencia.
	Will this guest be able to book/shop on Ege ?
Cancel	The guest will be able to book trips on Egencia.
_	The guest will only be able to see their trips and profile on Egencia.
	I have read the Privacy Policy & agree to the Terms of Use
Egencia	
Egencia.com Privacy Cookie policy Egencia promise Egencia LLC Terms of use Mobile app Customer s	upport
IX Linked (SETUX) and its subforced publicences (including transmit Fared Group and Egencia) use certain trademarks and service marks of American Egences Company or its Planness Terror <sup>1</sup> and Yamicians Egences GET Metrings E Exercit <sup>®</sup> bands and in concention with its business for permitted uses and under a limited Jonnes from American Egences marks of and the paper of American Egences GET Kins a bandbarg of Global Business Terror Global, particular Sector Sector American Egences biols a minority meters in Gli	ress (Licen Contraction Contra

Example of "Generate Invite Link"

The system will automatically copy the link for you. You can go ahead and paste wherever needed.



## Example of "Create Guest User Profile"

You will need to complete the required fields in order to proceed.

No Approver selected	×
You can set up level 1 approver(s) here. Visit user profile to set other level approvers	Create guest profile Please fill the guest details below to create their profile.
Options for registering guests Options for guest to self register	First name * Middle name
Send email invites  Each guest will receive a unique link to register on Egencia. Post registration, the guest will have controlled access to Egencia platform as per defined access rights.	Last name *
Generate invite link     Generate a reusable link that could be used by guests to self register. You can share this link externally and we     recommend inviting guests by email. Any guests registering via this link will have to be approved by guest admin first.	
Option to create guest users for Travel Managers	Please select
You can create guest user profile and select if the guest has access to Egencia.      View templates     Save as template	Date of birth *
	Language           English           O Selected language will be used for notifications.
Egencia	Do you want this guest to be able to login on Egencia? Yes The guest will be able to login on Egencia. Guest will also receive 3 a velcome email.
Egencia com Privacy Cookie policy Egencia promise Egencia LLC Terms of use Mobile app Customer supp	The guest will not be able to login on Egencia.
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		Mobile +1 • 201-555-0123
Generate invite link		
GD Generate a reusable link that could be used by guests to self register. You can share this link externally and we recommend inviting guests by email. Any guests registering via this link will have to be approved by guest admin first.	>	Date of birth *
Option to create guest users for Travel Managers		Language English
Create guest user profile		Selected language will be used for notifications.
You can create guest user profile and select if the guest has access to Egencia.	>	Do you want this guest to be able to login on Egenci Yes
Cancel	Save	<ul> <li>The guest will be able to login on Egencia. Guest will also receiv a welcome email.</li> </ul>
		No The guest will not be able to login on Egencia.
		Will this quest be able to book/shop on Egencia?
AMEX GBT		Yes The guest will be able to book trips on Egencia.
Egencia		NO The guest will only be able to see their trips and profile on Egencia.
Egencia com Privacy Cookie policy Egencia promise Egencia LLC Terms of use Mobile app Co	ustomer support	I have read the Privacy Policy & agree to the Terms of Use
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