

Adding an Arranger in Egencia (for Travelers)

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

Step 1: Log in to Egencia with your SLAC username and password.

Step 2: Click "View Profile"

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Egencia Book ~	Trips Tools ~	Community		Help Feedback SLAC National Accelerator Lab
Hello, SLAC National Accelerator Lab	liew profile			
¥ Flights	■ Hotels	🗑 Trains	🛱 Cars	SLAC
Select traveler(s) or type to t	efine search		± Profile	Itinerary search
Round trip One way Multi-city				Egencia itinerary #* Find
New York, NY (NYC-All Airpo Include nearby cities	New York, NY (NYC-All Airports) Include nearby cities			New Group Trips feature This feature helps organize travel for small groups in your company. Check it out Learn more
mm/dd/yyyy		mm/dd/yyyy		Travel with confidence
Depart at	Anytime ~	Depart at Y	nytime v	See the latest travel advisories, restrictions and news updates. Visit the Egencia® Travel Advisor
		All flights	Refundable	Chartauta

Step 3: Select the "Arrange and Approve" section and click on the "Manage" hyperlink under "Arrangers"

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Profile						Q. Search users
O Last login :Apr 22, 2024 2	36 pm Pacific Dayl	ight Lime				Fields marked with asterisk (*) are mandatory
Personal information Name, phone number, addre	855		Arrange and approve			
Account settings Email ID, password			Arrangers	No Arranger selected		
Travel documents	Add passport					
Custom data fields						
Department and custom da	ta fields		Arranger group in (j) charge	No arranger groups		
User associations Traveler groups, roles			1			
Arrange and approve Travel arranging and approv	ring settings	→	Travalara			
			Manage	No Traveler selected		

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Arrange and approve			All users Selected users	
Arrangers Manage			3	Î
Arranger group in ③ charge				
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			Cancel Save	

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