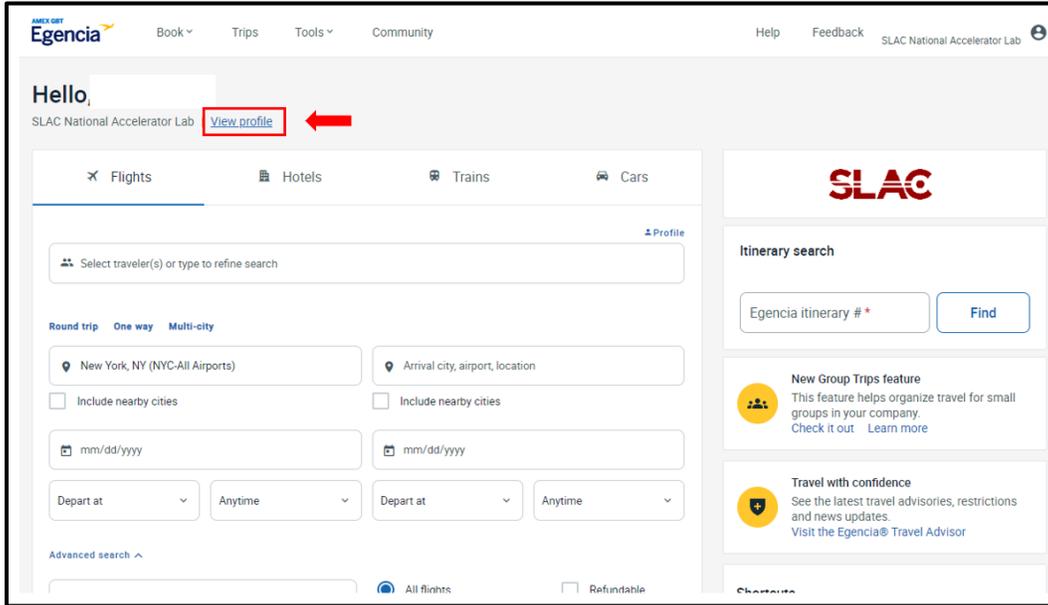


Adding an Arranger in Egencia (for Travelers)

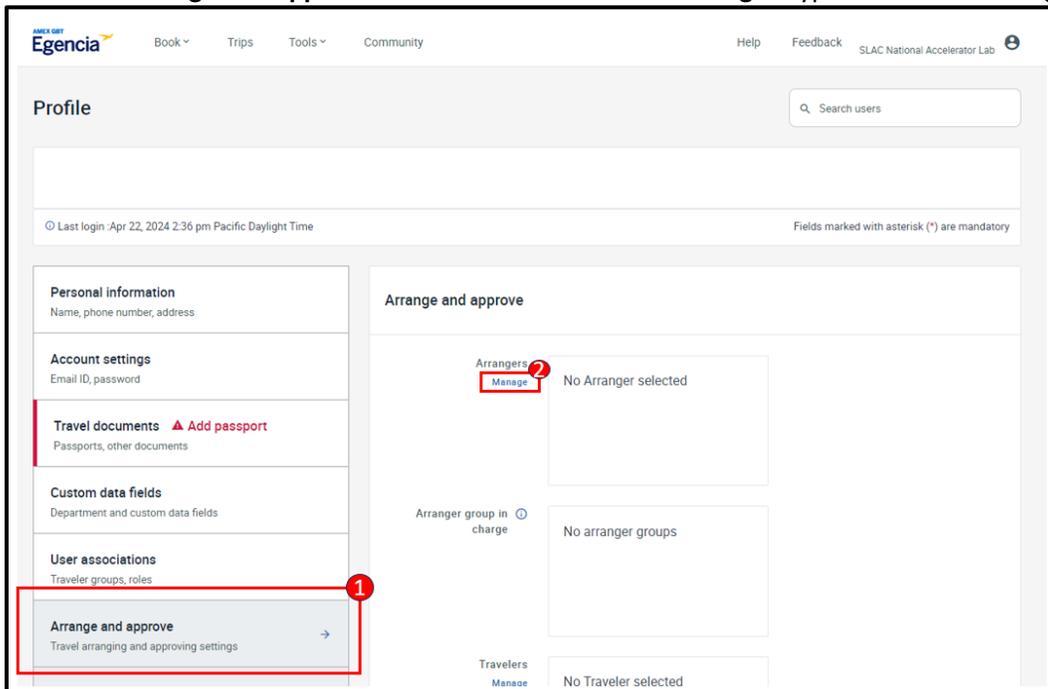
A traveler can log into Egencia and add the arranger via the **"Arrange and Approve"** section under profile settings. Under profile settings there will be a **"Manage"** feature the traveler can click on to add the Arranger's name. Below are screenshots for additional guidance.

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

Step 2: Click **"View Profile"**



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



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

The image shows a 'Manage arrangers' dialog box overlaid on a dark grey background. The dialog box has a title bar with 'Manage arrangers' and a close button. It contains a search bar (1) with the placeholder text 'Search arrangers'. Below the search bar are two tabs: 'All users' (2) and 'Selected users'. The 'All users' tab is active and displays a list of users, each with a checkbox (3) and a name field. The first user's checkbox is selected. At the bottom of the dialog box are two buttons: 'Cancel' and 'Save' (4). The 'Save' button is highlighted with a red box and a red circle containing the number 4.