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"**
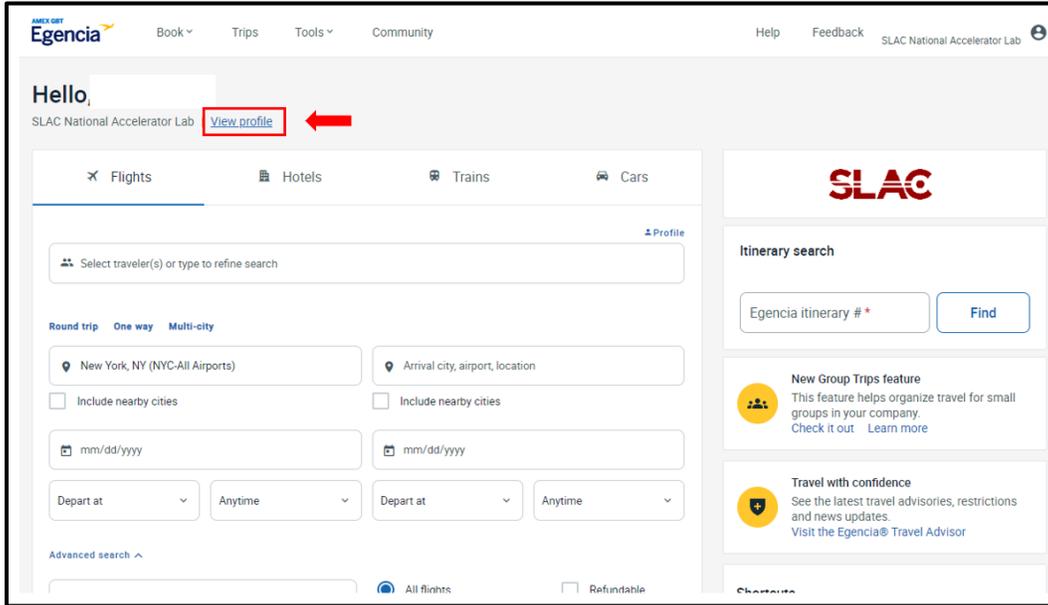
Step 3: Select the **"Arrange and Approve"** section and click on the **"Manage"** hyperlink under **"Arrangers"**
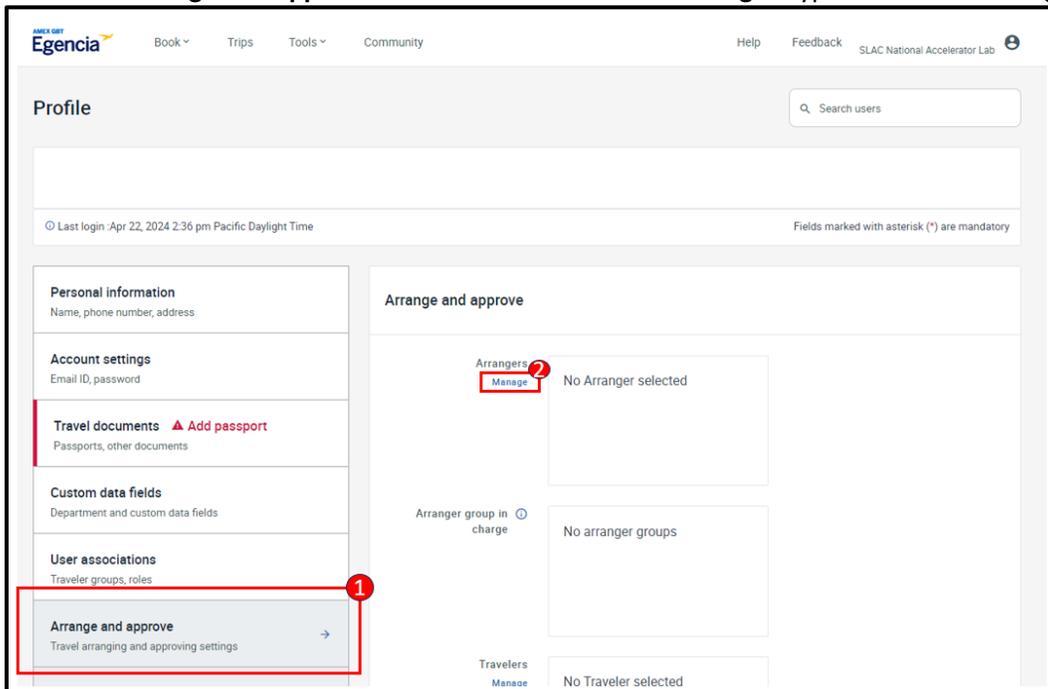
Step 4: Search and select the user(s) in the **"All Users"** tab, and click **"Save"**