

Adding a Traveler in Egencia

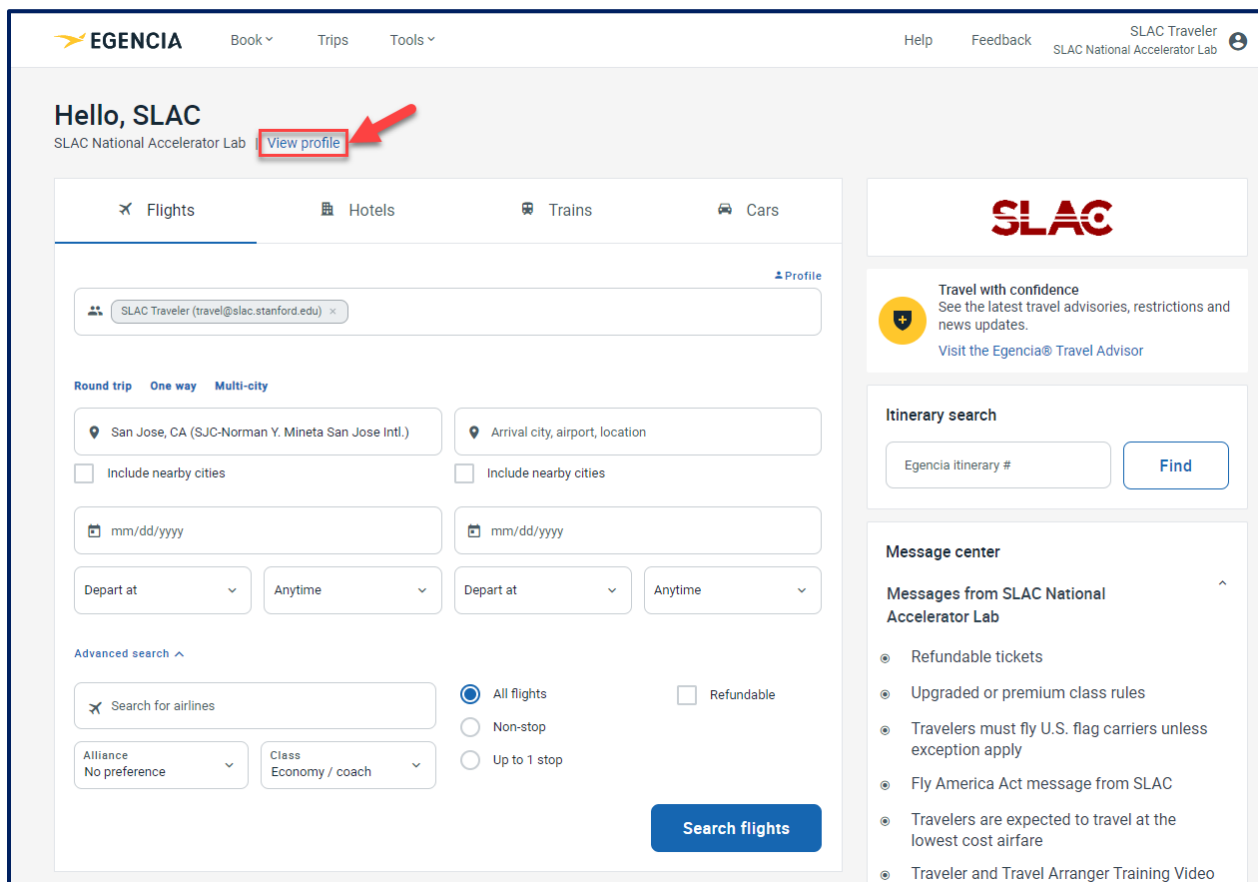
How To: Add a Traveler in Egencia (For Travel Arrangers)

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. The traveler will then get an email request to add the arranger to their account. Below are screenshots for additional guidance.

Step 1

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

Click **"View Profile"**



The screenshot displays the Egencia user interface for a user from SLAC National Accelerator Lab. At the top, the user is greeted with "Hello, SLAC" and their email address "travel@slac.stanford.edu" is visible. A red box highlights the "View profile" link, with a red arrow pointing to it. Below the profile information, there are navigation tabs for "Flights", "Hotels", "Trains", and "Cars". The "Flights" tab is active, showing search filters for origin (San Jose, CA), arrival city, dates, and departure times. There is also an "Advanced search" section with options for airlines, class of service, and refundability. On the right side, there is a "SLAC" logo, a "Travel with confidence" message, an "Itinerary search" box, and a "Message center" with a list of messages from SLAC National Accelerator Lab.

Step 2

Select the “Arrange and approve” section and click on the “Manage” hyperlink under Travelers

The screenshot displays the EGENCIA SLAC Traveler profile page. The top navigation bar includes the EGENCIA logo, 'Book', 'Trips', and 'Tools' dropdown menus, along with 'Help', 'Feedback', and 'SLAC Traveler SLAC National Accelerator Lab' links. The main content area is titled 'Profile' and contains several sections:

- SLAC Traveler**: travel@slac.stanford.edu
- Username**: travel@slac.stanford.edu
- Account status**: Active
- Last login**: Sep 10, 2021 10:32 am Pacific Daylight Time
- Fields marked with asterisk (*) are mandatory**

The left sidebar contains the following sections:

- Personal information**: Name, phone number, address
- Account settings**: Email ID, password
- Travel documents**: [Add passport](#) (with a red triangle icon), Passports, other documents
- Custom data fields**: Department and custom data fields
- User associations**: Traveler groups, roles
- Arrange and approve**: Travel arranging and approving settings (highlighted with a red box and a red circle with the number 1)
- Payment type**: Payment means, credits and coupons
- Loyalty programs**: Frequent traveler accounts

The main content area is titled 'Arrange and approve' and contains three sections:


- Arrangers**: [Manage](#) (with a red circle with the number 2), No Arranger selected
- Travelers**: [Manage](#) (with a red circle with the number 2), No Traveler selected
- Approvers**: No Approver selected

Step 3

Traveler receives approval email from Egencia (example below)

Tue 10/8/2019 10:17 AM
Egencia <corptravel@customercare.egencia.com>
Request from Stanford Traveler to be your travel arranger

To [REDACTED]
You forwarded this message on 10/8/2019 10:28 AM.
If there are problems with how this message is displayed, click here to view it in a web browser.



Request from travel arranger

Stanford has requested to be your arranger and book your travel. Review the below details before you accept the request.

ARRANGER NAME	ARRANGER EMAIL
Stanford Traveler	stanfordtravel@stanford.edu

If you accept the request, the arranger will be able to:

- Plan and book trips on your behalf
- View all your previous trip itineraries
- View and update your profile information, except personal credit card numbers

Accept

DECLINE

CONTACT US - You may reply to this email or call our 24/7 corporate travel consultants on +1 (877) 219-1159 or +1 (417)528-4735 (intl. reverse charge calls accepted). For more information, visit our [Resource Centre](#).
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