Adding a Form of Payment to Egencia

How To: Add a Form of Payment to Egencia

A traveler or an arranger can log into Egencia and add a form of payment to a traveler's profile via the "Payment Type" section under profile settings. Under profile settings there will be an "Add Credit Card" feature the traveler or arranger can click on to add the credit card. Below are screenshots for additional guidance.

Step 1
Log in to Egencia with your SLAC username and password. Click "View Profile"
Step 2
Select the “Payment type” section and click on the “Add credit card” button