Adding an Arranger in Egencia

How To: Add 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.
Click "View Profile"
Step 2
Select the “Arrange and approve” section and click on the “Manage” hyperlink under Arrangers