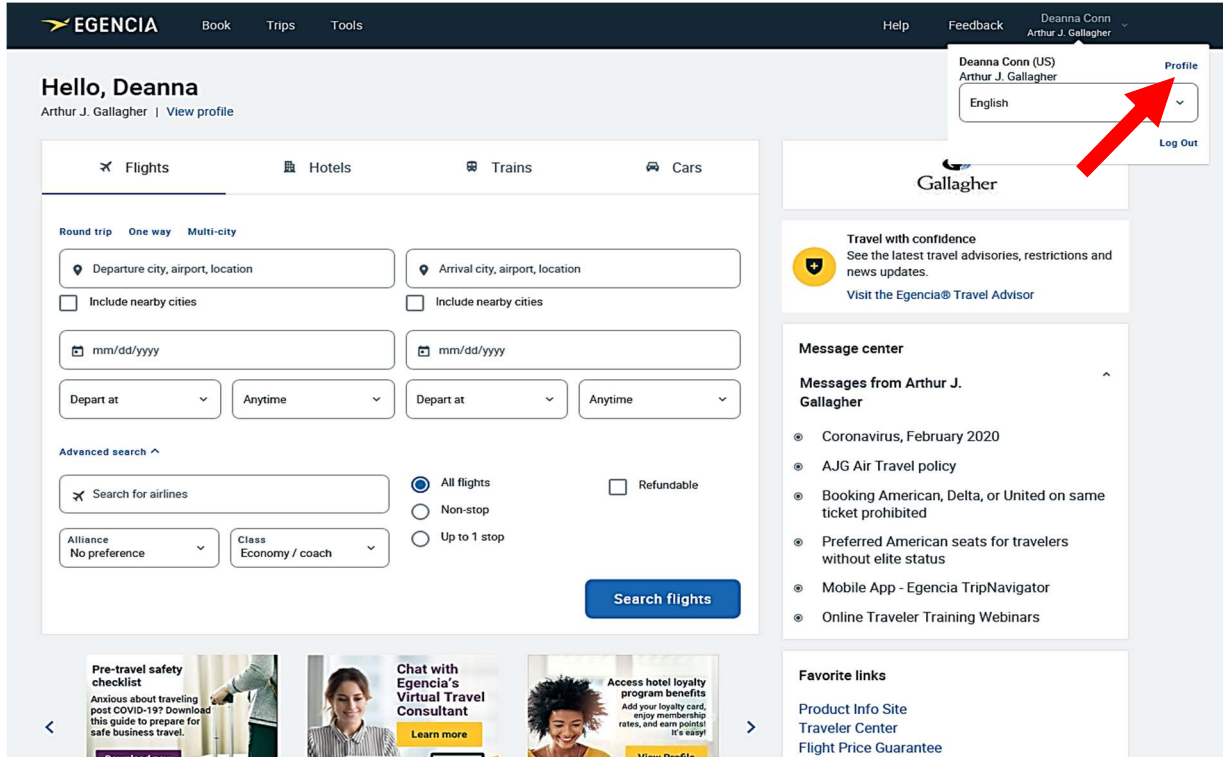
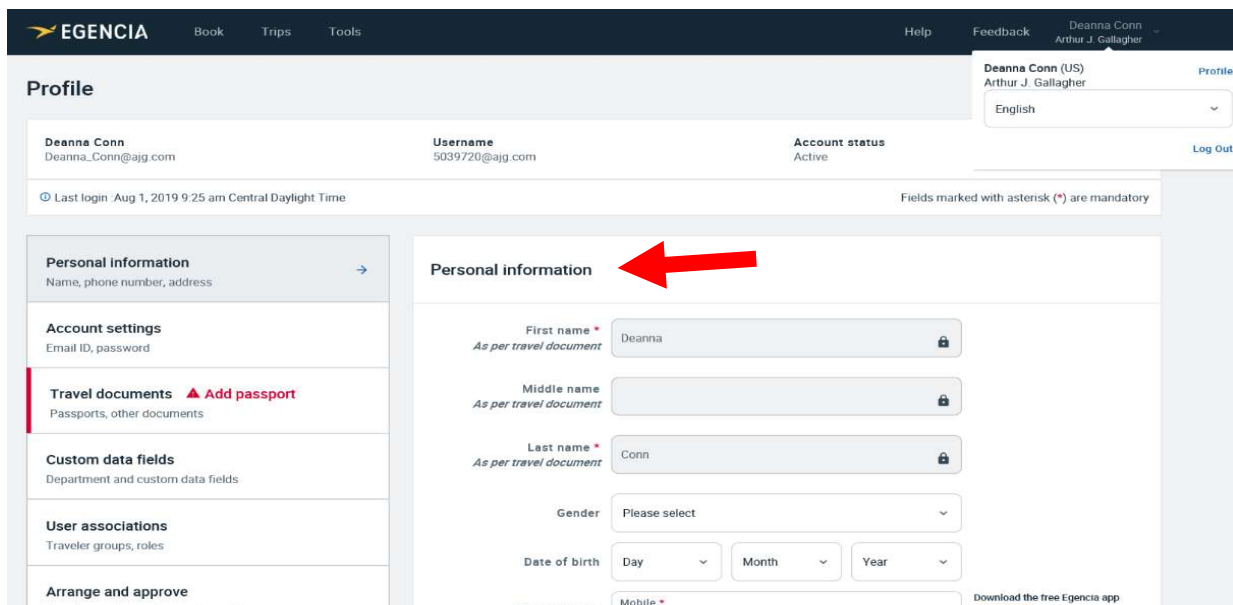


EGENCIA® Helpful tips for completing your profile

Step 1: Once you are logged in to Egencia, on the top right-hand side, click on your name and select “profile” in the drop down.



Step 2: Complete as much of your personal information as possible. (Be sure to enter your name as listed on your travel documents - including middle name)



Step 3: Complete your travel preferences.

Personal information
Name, phone number, address

Account settings
Email ID, password

Travel documents ▲ Add passport
Passports, other documents

Custom data fields
Department and custom data fields

User associations
Traveler groups, roles

Arrange and approve
Travel arranging and approving settings

Payment type
Payment means, credits and coupons

Loyalty programs
Frequent traveler accounts

Notifications
Email alerts settings

Preferences →
General preferences, travel preferences

Emergency contact
Emergency contact information

Change history
Changes done to user information

Preferences

General preferences

Email format HTML Text

Travel preferences

The preferences provided below will be forwarded to the travel provider, but we cannot guarantee that they will be honored. Please confirm your requests directly with the provider before departure.

✕ **Flight**

Preferred departure city

For ease, departure city/airport would be pre-filled while making a booking.

Seat

Special assistance

Passengers that need special assistance should contact the airline directly.

Preferred meal

🏨 **Hotel**

Smoking

Special request

Describe any request, such as wheel-chair accessibility, late check-in, away from elevator etc.

🚗 **Car**

Special request

Describe any request, such as make or model, color etc.

Step 4: Upload your official travel documents and TSA #.

EGENCIA Book Trips Tools Help Feedback Deanna Conn Arthur J. Gallagher

Profile

Deanna Conn
Deanna_Conn@ajg.com Username: 5039720@ajg.com Account status: Active

Ⓞ Last login :Aug 1, 2019 9:25 am Central Daylight Time Fields marked with asterisk (*) are mandatory

Personal information
Name, phone number, address

Account settings
Email ID, password

Travel documents ▲ Add passport →
Passports, other documents

Custom data fields
Department and custom data fields

User associations
Traveler groups, roles

Arrange and approve
Travel arranging and approving settings

Payment type
Payment means, credits and coupons

Loyalty programs
Frequent traveler accounts

Travel documents

Passports + Add new

No passport

TSA secure flight information + Add new

No TSA secure flight information

Step 5: Add any loyalty program memberships (Southwest Rapid rewards, Hilton Honors, etc)

EGENCIA Book Trips Tools Help Feedback Deanna Conn Arthur J. Gallagher

Profile

Deanna Conn Deanna_Conn@ajg.com	Username 5039720@ajg.com	Account status Active
---	------------------------------------	---------------------------------

Last login :Aug 1, 2019 9:25 am Central Daylight Time Fields marked with asterisk (*) are mandatory

Personal information
Name, phone number, address

Account settings
Email ID, password

Travel documents ▲ **Add passport**
Passports, other documents

Custom data fields
Department and custom data fields


User associations
Traveler groups, roles

Arrange and approve
Travel arranging and approving settings

Payment type
Payment means, credits and coupons

Loyalty programs →
Frequent traveler accounts

Loyalty programs



Add your loyalty, subscription, and discount cards to get loyalty reward points on bookings

Add card

