

## **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.

CEGENCIA Book Trips Tools	Help Feedback Deanna Conn Arthur J. Gallagher
Hello, Deanna Arthur J. Gallagher   View profile	Deanna Conn (US) Profile Arthur J. Gallagher English
★ Flights     ■ Hotels     ₽ Trains     P Cars	Gallagher
Round trip       One way       Multi-city         O       Departure city, airport, location       O         Arrival city, airport, location       Include nearby cities       Include nearby cities	Travel with confidence See the latest travel advisories, restrictions and news updates. Visit the Egencia® Travel Advisor
Imm/dd/yyyy       Imm/dd/yyyy         Depart at <ul> <li>Anytime</li> <li>Depart at</li> <li>Anytime</li> <li>Anytime</li></ul>	Message center Messages from Arthur J.
Advanced search ^ X Search for airlines  All flights  Refundable  Non-stop  Alliance No preference  Class Economy / coach  Coac	<ul> <li>Coronavirus, February 2020</li> <li>AJG Air Travel policy</li> <li>Booking American, Delta, or United on same ticket prohibited</li> <li>Preferred American seats for travelers without elite status</li> <li>Mobile App - Egencia TripNavigator</li> </ul>
Pre-travel safety     checklist     Andour sabout raveling     this guide to prepare for     safe business travel.     Learn more     Learn more     View Durific	Online Traveler Training Webinars      Favorite links      Product Info Site     Traveler Center     Flight Price Guarantee

## 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)

EGENCIA Book Trips Tools				Help	Feedback Deanna Conn Arthur J. Gallagher	
rofile					Deanna Conn (US) Arthur J. Gallagher	Prof
					English	~
	Username 5039720@ajg.com		Account status Active			Log (
D Last login :Aug 1, 2019 9:25 am Central Daylight Time				Fields mark	ed with asterisk (*) are mandatory	
Personal information → F	Personal information	-				
Account settings Email ID, password	First name * As per travel document	Deanna		8		
Travel documents Add passport Passports, other documents	Middle name As per travel document			8		
Custom data fields Department and custom data fields	Last name * As per travel document	Conn		ê		
User associations Traveler groups, roles	Gender	Please select		•		
Arrange and approve	Date of birth	Day ~ Mor	nth ~ Year	~	Download the free Egencia app	
Tenual economics and economics actions	Ohene number	Mobile *			pownioad me nee cgencia app	



## Step 3: Complete your travel preferences.

	Personal information Name, phone number, address	Preferences	
	Account settings Email ID, password	General preferences	
	Travel documents Add passport Passports, other documents	Email format	HTML      Text
-	Custom data fields Department and custom data fields	The preferences provided below	will be forwarded to the travel provider, but we cannot guarantee that they will be honored. Please ith the provider before departure.
	User associations Traveler groups, roles	Preferred departure city	Q Birmingham, AL (BHM-Birmingt
	Arrange and approve Travel arranging and approving settings	Seat	For ease, departure city/airport would be pre-filled while making a booking.           Window         •
	Payment type Payment means, credits and coupons	Special assistance	No special requests   Passengers that need special assistance should contact the airline directly.
Frequent tra	Loyalty programs Frequent traveler accounts	Preferred meal	Please select +
	Notifications Email alerts settings	▲ Hotel Smoking	Non-smoking ~
	Preferences → General preferences, travel preferences	Special request	80
-	Emergency contact Emergency contact information	D 🛱 Car	Describe any request, such as wheel-chair accessibility, late check-in, away from elevator etc.
	Change history Changes done to user information	Special request	B0 Describe any request, such as make or model, color etc.

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

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F	Profile							
	Deanna Conn Deanna_Conn@ajg.com	Username 5039720@øjg.com	Account status Active					
	O Last login :Aug 1, 2019 9:25 am Central Daylight Time			Fields ma	rked with asteris	k (*) are mandatory		
	Personal information Name, phone number, address	Travel documents						
	Account settings Email ID, password	Passports			+	- Add new		
	Travel documents ▲ Add passport → Passports, other documents	No passport						
	Custom data fields Department and custom data fields							
	User associations Traveler groups, roles	TSA secure flight information			+ Add new			
	Arrange and approve Travel arranging and approving settings							
	Payment type Payment means, credits and coupons	No TSA secure flight information						
	Loyalty programs Frequent traveler accounts							



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

	<b>FIGENCIA</b> Book Trips To	ools				Help	Feedback	Deanna Conn Arthur J. Gallagher		
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	Deanna Conn Deanna_Conn@ajg.com		Username 5039720@ajg.com		count status					
	O Last login : Aug 1, 2019 9:25 am Central Daylight Time	e				Fields mar	ked with asteris	k (*) are mandatory		
	Personal information Name, phone number, address		Loyalty programs							
	Account settings Email ID, password									
	Travel documents Add passport Passports, other documents		Add your loyalty, subscription, and discount cards to get loya				alty reward points on bookings			
	Custom data fields Department and custom data fields		Add card							
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	÷								