

# Quick Reference Guide

## Logging On

To access Egencia online, from your computer or mobile device, go to  
<http://www.egencia.com>

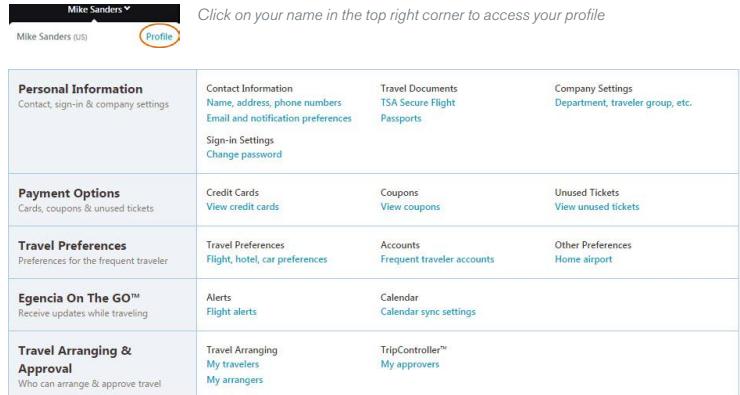
- Enter your User Name and Password
- Click 'Sign In'



From the Egencia home page, click the arrow beneath **Sign In To Your Account**

## Setting Up Your Profile

- Personal Information:** Enter your **contact information**, emergency contact and **TSA Secure Flight** data
- Payment Options:** Store your **corporate credit card** and billing address
- Travel Preferences:** Specify your flight, hotel and car preferences - including **frequent flyer** information and home airport
- Egencia On the Go:** Sign up to **receive alerts** about flight status, gate changes and delays via e-mail, voice phone or text or enable calendar sync to stay on top of your latest travel information right from your calendar
- Travel Arranging & Approval:** Allow colleagues to book travel on your behalf

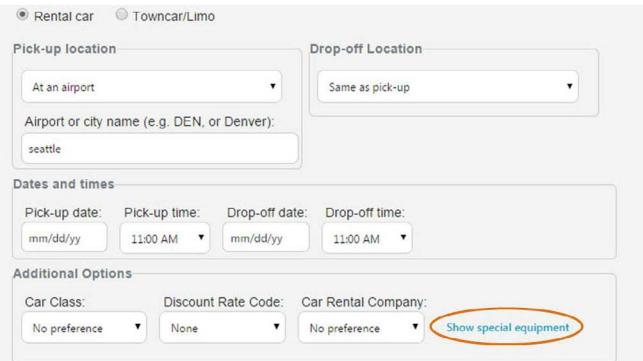


Click on your name in the top right corner to access your profile

Personal Information	Contact Information	Travel Documents	Company Settings
Contact, sign-in & company settings	Name, address, phone numbers Email and notification preferences <a href="#">Sign-in Settings</a> <a href="#">Change password</a>	TSA Secure Flight Passports	Department, traveler group, etc.
Payment Options	Credit Cards	Coupons	Unused Tickets
Cards, coupons & unused tickets	<a href="#">View credit cards</a>	<a href="#">View coupons</a>	<a href="#">View unused tickets</a>
Travel Preferences	Travel Preferences	Accounts	Other Preferences
Preferences for the frequent traveler	<a href="#">Flight, hotel, car preferences</a>	<a href="#">Frequent traveler accounts</a>	<a href="#">Home airport</a>
Egencia On The GO™	Alerts	Calendar	
Receive updates while traveling	<a href="#">Flight alerts</a>	<a href="#">Calendar sync settings</a>	
Travel Arranging & Approval	Travel Arranging	TripController™	
Who can arrange & approve travel	<a href="#">My travelers</a>	<a href="#">My approvers</a>	

## Booking Cars

- Begin by selecting the **Cars Tab**
- Select **Rental car** or **Towncar/Limo** (if applicable)
- Specify your **pick-up** and **drop-off** locations and dates
- You can target your search by **car class** or **car rental company**
- Click the show **special equipment link** to show options such as navigational systems



Rental car Towncar/Limo

Pick-up location: At an airport  
Drop-off Location: Same as pick-up

Airport or city name (e.g. DEN, or Denver): seattle

Dates and times

Pick-up date: mm/dd/yy 11:00 AM Drop-off date: mm/dd/yy 11:00 AM

Additional Options

Car Class: No preference Discount Rate Code: None Car Rental Company: No preference Show special equipment

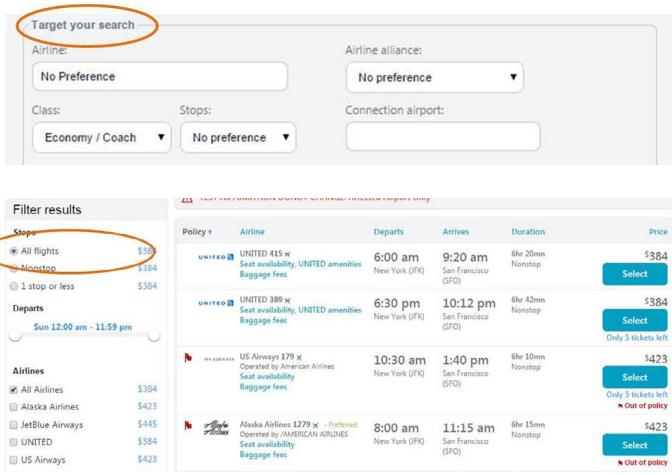
## Booking Flights

### Begin Your Search

- Begin by selecting the **Flights Tab**
- Select **Round Trip**, **One Way** or **Multiple destinations**
- Enter your **departure** and **destination** locations and dates
- You can **target your search** by airline, airline alliance, class of service, number of stops, connection airport or refundable flights

### Use Search Filters to Find the Right Flight

- Filters are displayed next to flight results:
  - Airlines
  - Departure time
  - Stops
  - Nearby airports
  - Connection cities



Target your search

Policy # Airline Departs Arrives Duration Price

Policy #	Airline	Departs	Arrives	Duration	Price
UNITED 1415	UNITED 1415 X Seat availability, UNITED amenities Baggage fees	6:00 am New York (JFK)	9:20 am San Francisco (SFO)	6hr 20min Nonstop	\$384
UNITED 1389	UNITED 1389 X Seat availability, UNITED amenities Baggage fees	6:30 pm New York (JFK)	10:12 pm San Francisco (SFO)	6hr 42min Nonstop	\$384
US Airways 179 K	Operated by American Airlines Seat availability Baggage fees	10:30 am New York (JFK)	1:40 pm San Francisco (SFO)	6hr 10min Nonstop	\$423
Alaska Airlines 1279 X	Operated by AMERICAN AIRLINES Preferred Seat availability Baggage fees	8:00 am New York (JFK)	11:15 am San Francisco (SFO)	6hr 15min Nonstop	\$423

Filter results

Stops: All flights Nonstop 1 stop or less 2 stops or more

Airlines: All Airlines Alaska Airlines JetBlue Airways UNITED US Airways

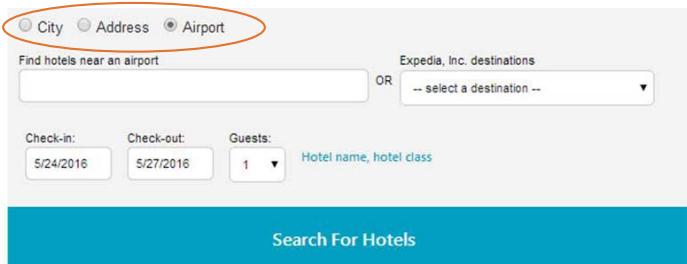
Departs: Sun 12:00 am - 11:59 pm

# Quick Reference Guide

## Booking Hotels

### Search Near an Address, Airport or Company Location

- You can begin your hotel search by specifying a location such as an address, airport or custom destinations set up by your company (such as your office locations).



Find hotels near an airport

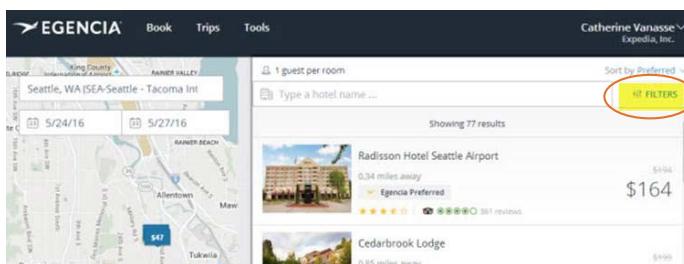
OR

Check-in: 5/24/2016 Check-out: 5/27/2016 Guests: 1 Hotel name, hotel class

**Search For Hotels**

### Hotel Search Filters

- You can quickly filter your search results by clicking the filter icon on the right of your results.



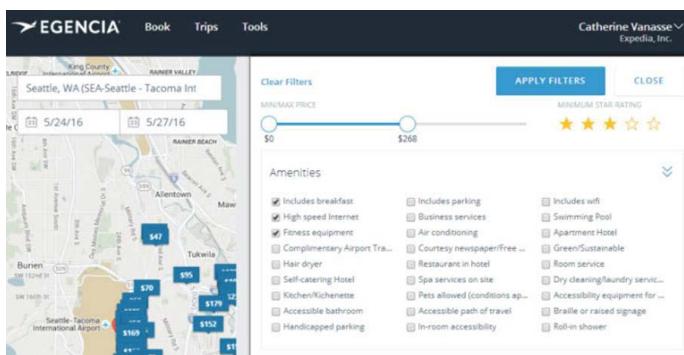
Seattle, WA (SEA-Seattle - Tacoma Int)

5/24/16 5/27/16

Showing 77 results

Hotel Name	Address	Distance	Rating	Price
Radisson Hotel Seattle Airport	0.31 miles away	Egencia Preferred	★★★★★	\$164
Cedarbrook Lodge	0.85 miles away		★★★★★	\$499

- Possible filters include price, star rating and amenities. This is a quick way to ensure you can get free WiFi, parking, breakfast or that the hotel has a fitness center. Click apply filters and your hotel results will update.



Seattle, WA (SEA-Seattle - Tacoma Int)

5/24/16 5/27/16

Clear Filters

MIN/MAX PRICE: \$0 \$268

AMENITIES

- Includes breakfast
- High speed Internet
- Fitness equipment
- Complimentary Airport Trans.
- Hair dryer
- Self-catering Hotel
- Kitchen/Kitchenette
- Accessible bathroom
- Handicapped parking
- Includes parking
- Business services
- Air conditioning
- Courtesy newspaper/free...
- Restaurant in hotel
- Spa services on site
- Pets allowed (conditions ap...)
- Accessible path of travel
- In-room accessibility
- Includes wifi
- Swimming pool
- Airport Hotel
- Green/Sustainable
- Room service
- Dry cleaning/laundry service...
- Accessibility equipment for...
- Braille or raised signage
- Roll-in shower

## Learn More

- To learn more about booking a hotel on Egencia, [watch this on-demand video](#).

## Arranging Travel for Others

### Requesting Permission to Arrange Travel for Others

- Go to the Travel Arranging & Approval section of your profile
- Select My Travelers
- Type in the first and last name of the traveler and click add
- Once completed, you will receive confirmation that your request has been e-mailed to the traveler

**Travel Arranging & Approval**  
Who can arrange & approve travel

Travel arranging  
My travelers  
My arrangers

### How to Book Travel for Others

- Log in as yourself when booking travel for others; you will see a drop-down box with the travelers for whom you arrange travel
- Select the appropriate traveler and proceed; the reservation will be made in that traveler's name
- E-mail confirmations for travel will be sent to both you and the traveler

### Flight search

No travelers selected [Select Travelers](#)

Select Travelers

## Getting Assistance

- To locate your company's dedicated Egencia phone number, click the call an agent link within the *Need assistance* box
- For post-trip inquiries, you can also e-mail the Egencia Travel Consultant Team

### Need assistance?

Visit [customer support](#),  
contact us via [e-mail](#),  
or [call an agent](#).

### When to Call an Agent

- For help navigating the Egencia Site
- For more complex international travel containing 5 or more destinations
- For domestic or international trips including multiple airlines or with additional services such as car service or special requests



## Download the Egencia App for iPhone or Android

Egencia TripNavigator is designed to help make you the smartest person in the airport, and for that matter throughout every business trip. The app is now available **for free download from the Apple Appstore or from Google Play** and offers:

- View and share your itinerary
- Look up directions to the hotel or airport – plus, access airport terminal maps
- Make a hotel reservation: get last minute mobile-only deals
- Exchange or cancel a flight
- Receive flight and destination alerts – including flight delays and cancellations
- Get help from a Travel Consultant with Egencia® AssistMe
- Flight booking coming in 2015

### iPhone Screenshots