Quick Reference Guide

Logging On
To access Egencia, go to http://www.northwestern.edu/auxiliary-services/travel/make-reservation/index.html

- Use your Northwestern NetID to log in via Single Sign-On Access
- Guest Travelers: If you do not have a Northwestern NetID, please use your provided user name and password

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

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

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
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).

![Search For Hotels](image)

Hotel Search Filters

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

![Filter Icon](image)

- 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.

![Filter Options](image)

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](image)

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](image)

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?](image)

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

Learn More

- To learn more about booking a hotel on Egencia, watch this on-demand video.