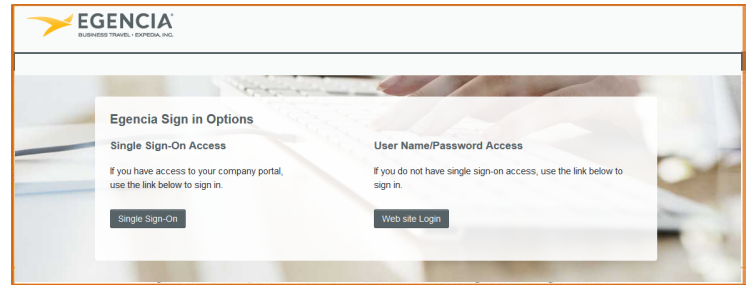


Quick Reference Guide

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 synch to stay on top of your latest travel information right from your calendar
- Travel Arranging & Approval:** Allow colleagues to book travel on your behalf

Mike Sanders ▾ [Profile](#) *Click on your name in the top right corner to access your profile*

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

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

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

Drop-off Location

Dates and times
 Pick-up date: Pick-up time:
 Drop-off date: Drop-off time:

Additional Options
 Car Class: Discount Rate Code: Car Rental Company: [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

Airline: Airline alliance:

Class: Stops:

Connection airport:

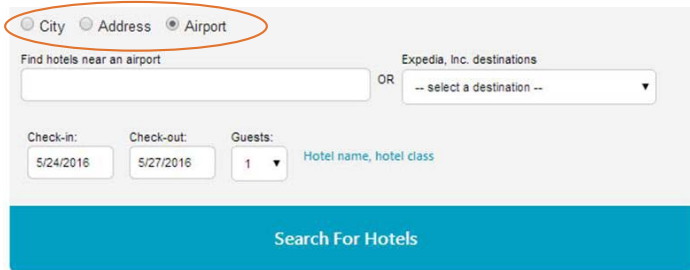
Filter results	Policy	Airline	Departs	Arrives	Duration	Price
<input checked="" type="radio"/> All flights \$304 <input type="radio"/> Nonstop \$584 <input type="radio"/> 1 stop or less \$304		UNITED 415 ✕ Seat availability, UNITED amenities Baggage fees	6:00 am New York (LFX)	9:20 am San Francisco (SFO)	6hr 20mn Nonstop	\$384 Select
		UNITED 389 ✕ Seat availability, UNITED amenities Baggage fees	6:30 pm New York (LFX)	10:12 pm San Francisco (SFO)	6hr 42mn Nonstop	\$384 Select Only 5 tickets left
		US Airways 179 ✕ Operated by AMERICAN AIRLINES Seat availability Baggage fees	10:30 am New York (LFX)	1:40 pm San Francisco (SFO)	6hr 10mn Nonstop	\$423 Select Only 5 tickets left
		Alaska Airlines 1279 ✕ - Preferred Operated by AMERICAN AIRLINES Seat availability Baggage fees	8:00 am New York (LFX)	11:15 am San Francisco (SFO)	6hr 15mn Nonstop	\$423 Select Out of policy

Quick Reference Guide

Booking Hotels

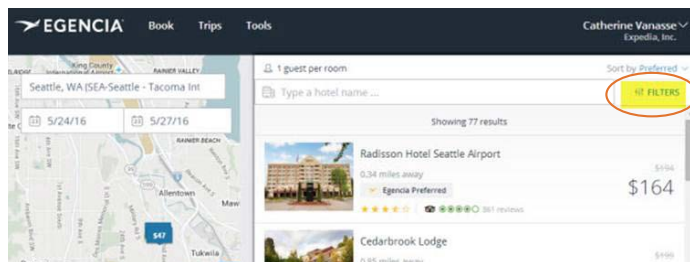
Search Near an Address, Airport or Company Location

- 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).

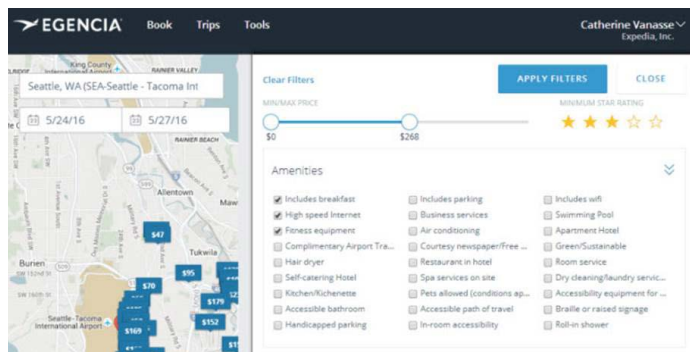


Hotel Search Filters

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



- 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.



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](#)

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