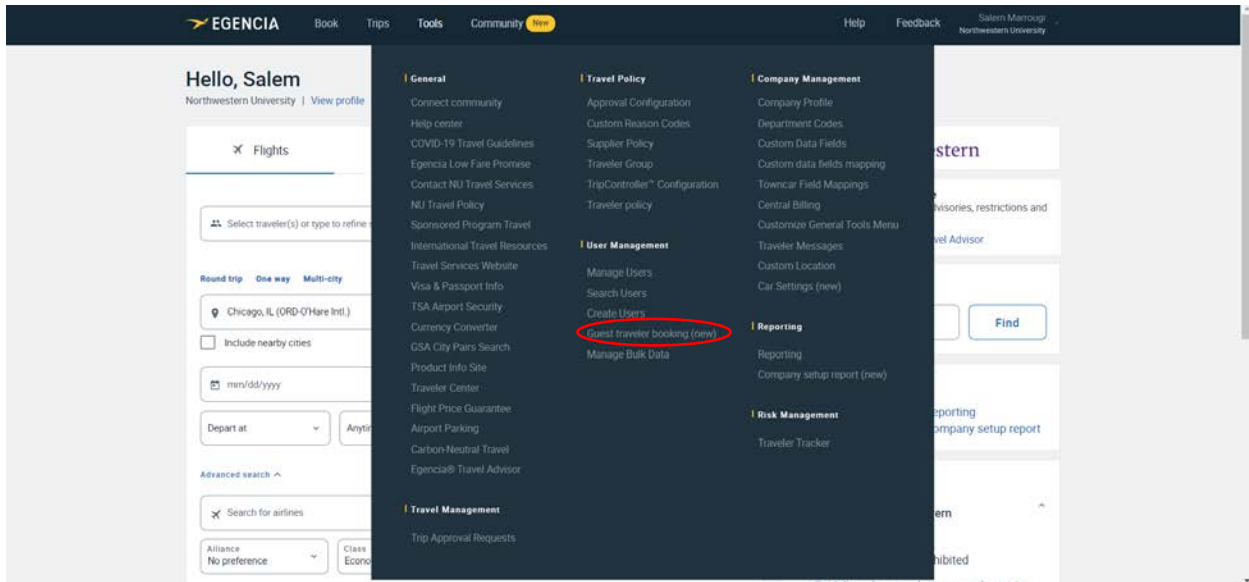
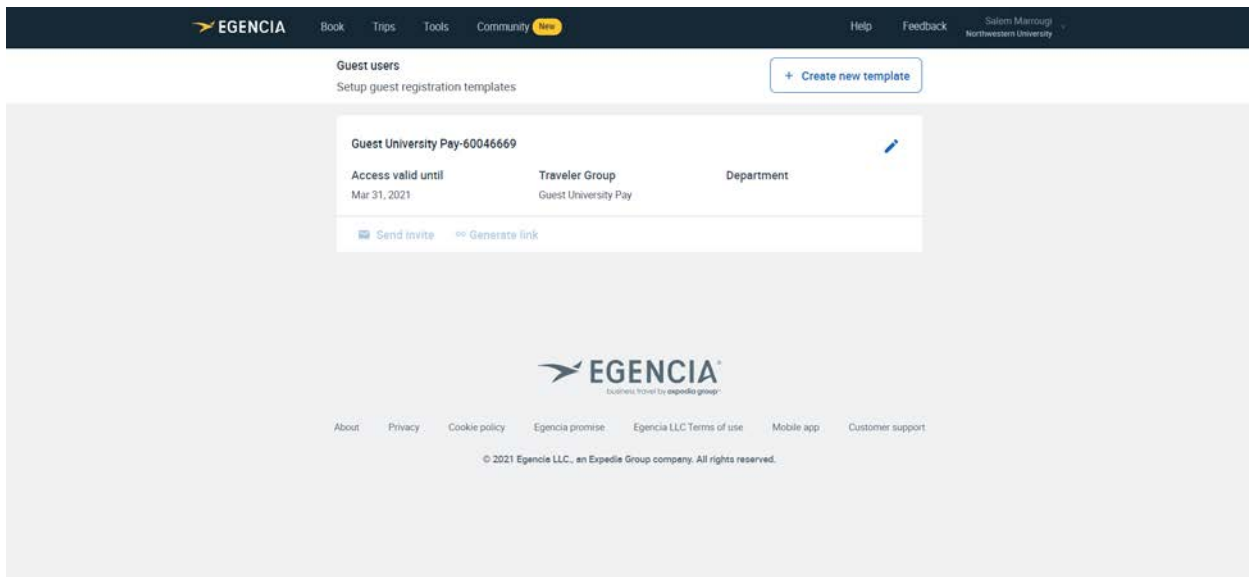


Egencia Guest Profile Set-up

1. The traveler must be a travel arranger with the “Guest” invitation option active
2. Login into Egencia profile
3. Select the “Tools” option from the menu bar at the top of the page
4. Select “Guest traveler booking (new)”



5. Select “Create new template” as the base for the invitation which allows the arranger to add necessary information including chart string



6. Enter access end date top box on the template, this allows the arranger to limit access duration for each guest traveler
7. Complete all of the required fields on the template that has an “Asterisk” since they are required fields
8. Skip the approver box
9. Guest admin must be the arranger by default, a secondary admin can be added as well.

10. Send invitation and or save the template for future use which the invitation can be sent to an individual or multiple travelers

EGENCIA Book Trips Tools Community **Help** Feedback System Manager Northwestern University

Create guest users

Guests will get a link to fill in their personal details and register on Egencia. Please setup approval and policy for guest bookings. Fields marked with asterisk (*) are mandatory

Important information
We highly recommend enabling approval enforcement so that you can approve or reject guest bookings before they are confirmed. Please keep in mind that you are responsible for guest bookings. If you haven't configured guest approval setting, please use the link below. [Configure approval settings.](#)

Access valid until *
Set duration for which guest can access Egencia.
mm/dd/yyyy

Business information

Traveler Group *
General Travelers

Department code
Please select

Department code
Please select

Primary Dept ID (FASIS)

Fund: (3 numeric characters) *
Please select

Dept: (7 numeric characters) *
Please select

Project: REQ if FUND Greater than 160

Activity: REQ if FUND Greater than 160

Program: (4 numeric characters)

Chart Field 1: (4 numeric characters)

Program: (4 numeric characters)

Chart Field 1: (4 numeric characters)

Account Code *

Please select ✕ ▼

Business Purpose *

Please select ✕ ▼

Business Purpose Detail (ex: conf/event name) *

Arrangers Manage

Assign users who can arrange travel for guests (optional)

No Arranger selected

Approvers Manage

Assign users who can approve travel for guests (optional)

No Approver selected

You can set up level 1 approver(s) here. Visit user profile to set other level approvers

You can set up level 1 approver(s) here. Visit user profile to set other level approvers

Invite guest to register

Guest will receive a link to register on Egencia. You will receive an email notification after the guest has registered.

Guest travel admin *

You can specify additional users such as travel and guest managers to receive registration notifications.

You have two options for registering guests

Send email invites

Each guest will receive a unique link to register on Egencia. Once completed, the guest gets instant access to Egencia ▶

Generate guest registration link

Generate a common link that could be used by guests to register. Note: registration links can be shared externally, and we recommend inviting guests by email, for the most secure option. Guest travel admins will receive notifications to approve registrations. ▶

[View templates](#) [Save as template](#)

