



Adding Passport Information to an Egencia Profile

Step 1

Locate and click [Your Name](#) in the upper right hand corner. Then select [Go to profile](#).

Step 2

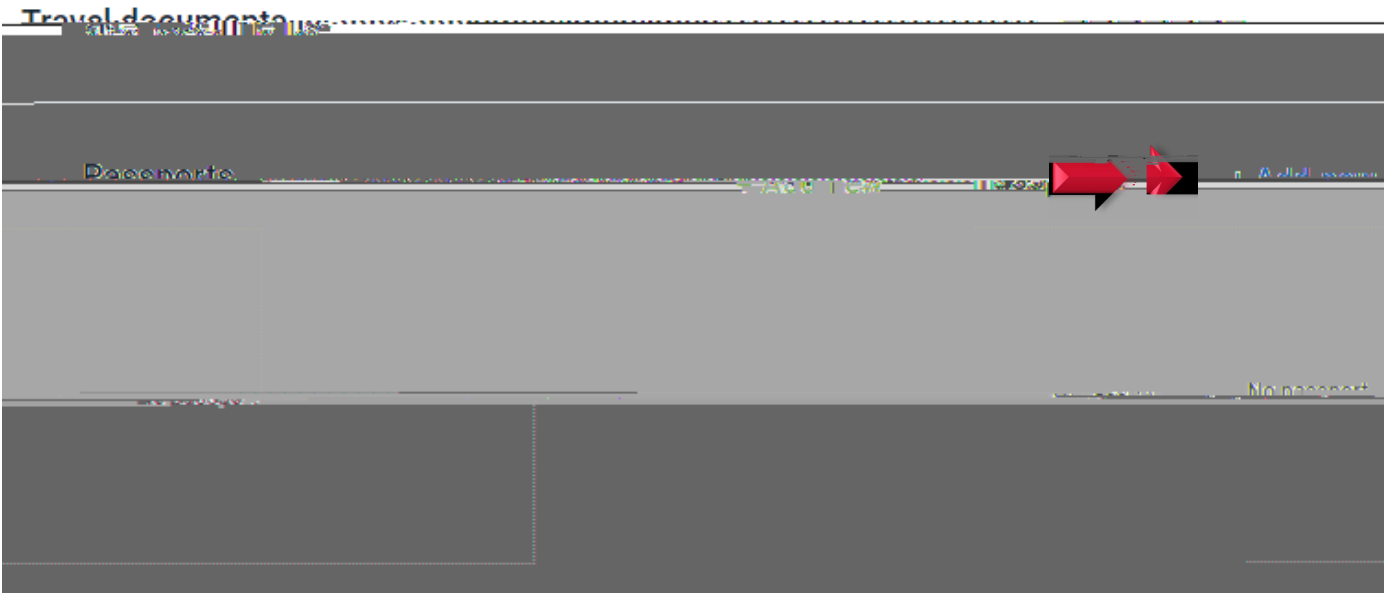
The [Personal information](#) section appears.

Verify the name fields (First name, Middle name,



EGENCIA/SER GUIDE

Find the section labeled **Passports** and click **+ Add new**



A window will open on the right hand side.

Enter your passport information as prompted

Click **Save**.