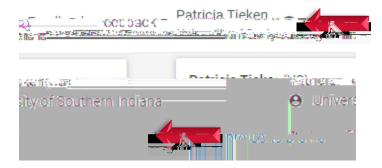


EGENCIASER GUIDE

Adding a USI Travel Card to an Egencia Account

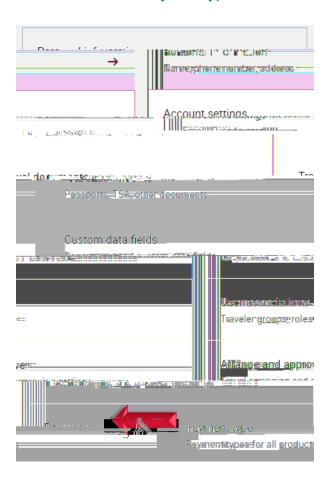
Step 1

Locate and click Your Namein the upper-right hand corner. Then select Go toprofile.



Step2

Find and then click Paymenttype in the left-hand column.





EGENCIASER GUIDE

Step3

Click Add credit card.

In the Paymenttype section, enter the remaining prompted information (i.e.,