

Getting started with the Egencia® app



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Download and Login

The Egencia® app is free and can be downloaded on your personal and company issued devices*.

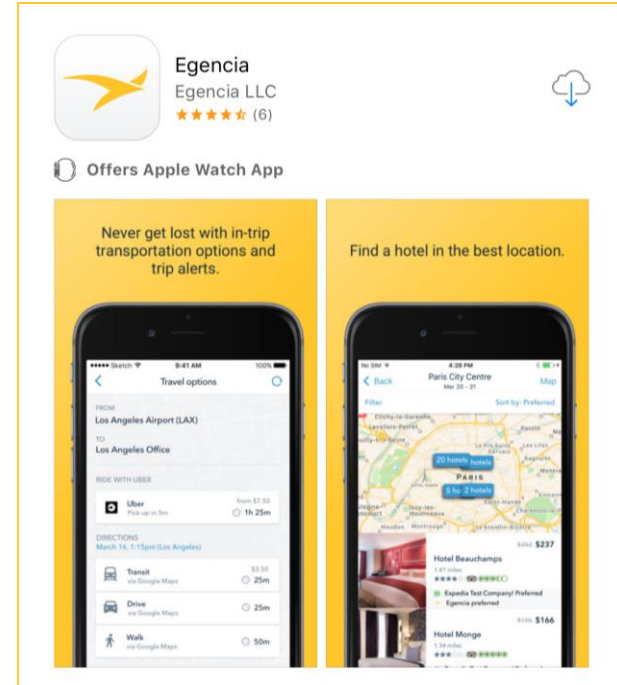
The app is available on **iOS** (iPhone, iPad, Apple Watch) and **Android** (smartphones and Android Wear).

Visit the App Store, iTunes or Google Play and simply search for “Egencia”.

To log-in:

Enter your usual Egencia credentials. If you do not know them, use the “Need login help” feature. *(see next page)*

**Please review your company policy regarding usage of personal devices.*



The easiest way to get the app

The screenshot shows the Egencia website interface. At the top, there are navigation links: 'Book', 'Trips', 'Tools', and 'Feedback'. The user's name 'Marion Duzac Peter' and company 'Egencia, Inc.' are displayed in the top right. Below the navigation is a search bar with 'Trips' selected, and options for 'Active' and 'Past' trips. There are input fields for 'SELECT Traveler', 'First name and surname', and two date pickers (mm/dd/yyyy). A 'SEARCH' button is to the right. Below the search bar, a search result is shown: 'Searched for: Marion Duzac Peter (mduzacpeter@egencia.com)'. A table lists the search results:

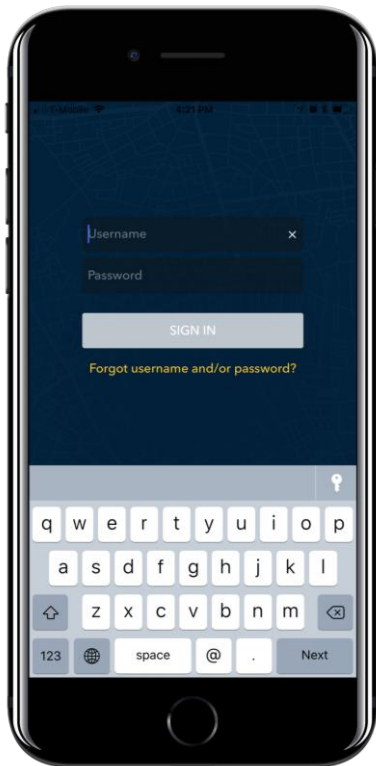
TRAVELERS	EGENCIA ITINERARY #	START-END	TRIP NAME	ITEMS
Marion Duzac Peter	25165901686	Nov 19, 2017 - Nov 21, 2017	Toronto	
Marion Duzac Peter	24926811016	Dec 8, 2017 - Dec 18, 2017	(Group Trip) Paris, France PMK team	+1
Marion Duzac Peter	25207471088	Dec 17, 2017 - Dec 18, 2017	Paris, France	

Below the table, a yellow box highlights a notification: 'Egencia Mobile App Stay connected to your trip, anytime, anywhere. Download the FREE Egencia app today! SEND LINK'. At the bottom of the page, there are links for 'About Egencia', 'Privacy Policy', 'Egencia Promise', 'Egencia LLC Terms of Use', and 'Mobile App'. The footer contains '© 2017 Egencia LLC. All rights reserved.'

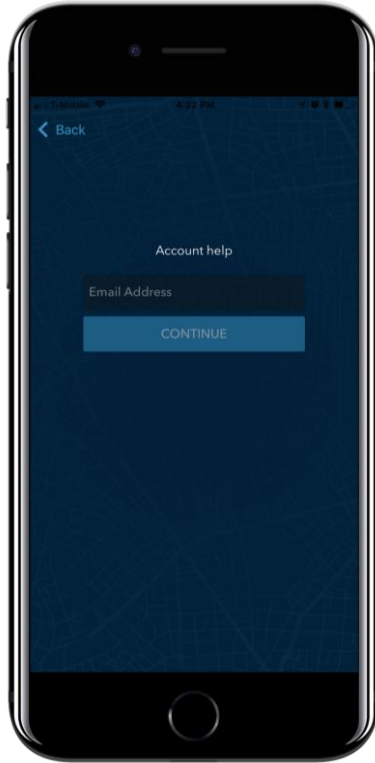
There is another easy way to get the Egencia app: Ask to receive a text message including a link to download the Egencia app from the App Store for iOS or Google Play for Android.

The screenshot shows a form for requesting a text message link to the Egencia Mobile App. The form is titled 'Egencia Mobile App' and contains the text: 'Send a link to your phone for FREE Egencia App.' Below this is a mobile phone icon and a text input field labeled 'MOBILE NUMBER' with a placeholder '000-XXX-XXXX'. Underneath the input field is a disclaimer: 'By providing your number, you agree to receive a one-time automated text message with a link to get the app. Our app offers promotions and booking services. No purchase necessary. Standard text message rates may apply.' At the bottom of the form are two buttons: 'CANCEL' and 'SEND TEXT'.

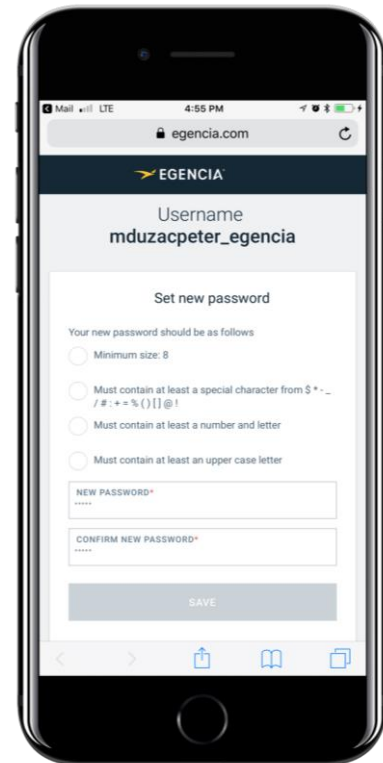
Need login help?



1. Click on “Forgot username and/or password”



2. Enter your professional email address



3. Follow the instructions provided in the email

The Egencia App – Quick Overview

How to get the best of the Egencia app:

- Know where you should be at all time.
- Get hotel mobile only deals, especially last minute.
- Find your flight faster with personalized flight recommendations.
- Is there Wi-Fi in that plane? Know before you book.
- Get a head start with Egencia notifications: You might still miss that connection but you will know in advance.
- Need help with that missed connection? Five-star customer service at the tap of your finger.
- Get to your next stop, smarter: Ground transportation options direct to your hotel - no need to speak the local language.

