

Verifying a Name is Correct in 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, Last name), Gender field, and Date of Birth field match what is on the government-issued I.D. (driver's license/passport) that will be shown at the airport.

- If any of the name fields are incorrect, and need to be revised, then contact Travel Procurement at Travel.USI@usi.edu **BEFORE** searching for a flight, as the name fields can only be updated by Travel Procurement, and the name change needs to occur before the saving or booking of a new flight so the new name will be applied to the ticket.

Personal information Name, phone number, address →	Personal information
Account settings Email ID, password	FIRST NAME * <i>As per travel document</i> Archibald
Travel documents ! Add passport Passports, TSA, other documents	MIDDLE NAME <i>As per travel document</i> Theobald
Custom data fields Department and custom data fields	LAST NAME * <i>As per travel document</i> Eagle
User associations Traveler groups, roles	GENDER Male
	DATE OF BIRTH 15 Sep 1965