Egencia User Guide:
Add a USI Travel Card to an Egencia Account

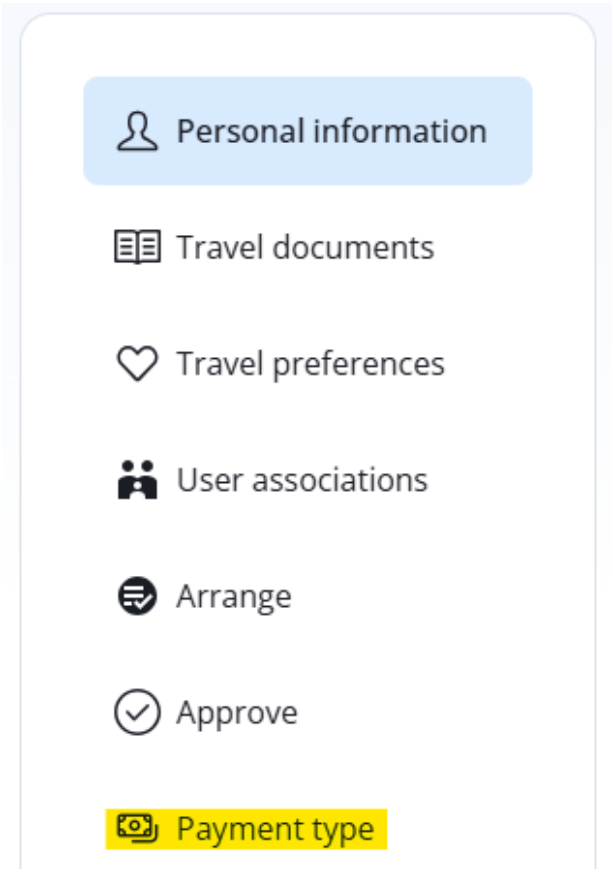
Step 1

Locate and click **Your Name** in the upper-right-hand corner. Then select **Go To Profile**.



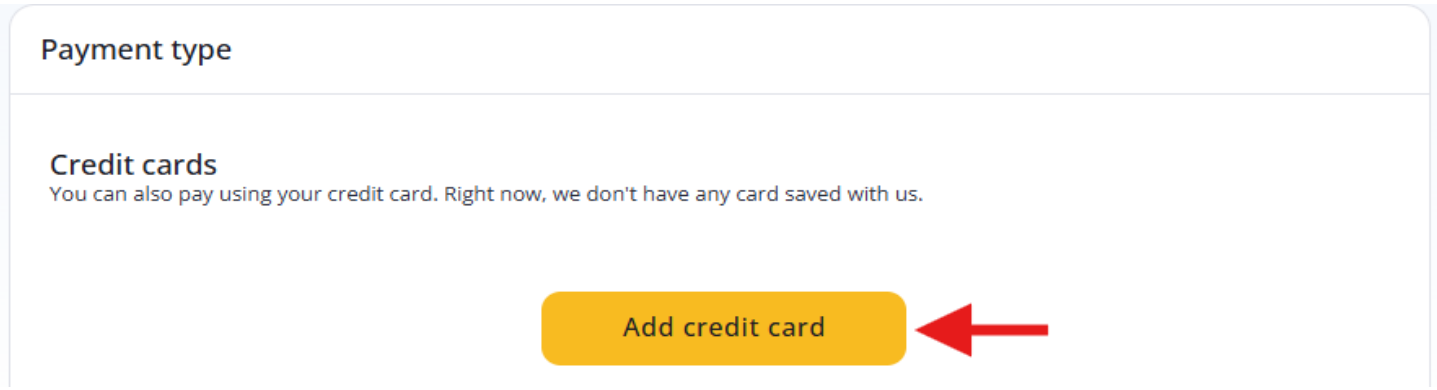
Step 2

Find and click **Payment type** in the left-hand column.



Step 3

Click **Add credit card**.



In the **Credit cards** section, enter the required information as indicated by the red asterisks (i.e., First name, Last name, Card number, Expiry date, Card Description, Mobile number, and Billing address), then click **Save**.

- Note: A good card description would be **Archibald Eagle's USI TCard**
- Note: Use the USI billing address is **8600 University Blvd, Evansville, IN 47712**

