Egencia User Guide:
Add a Redress Number or Known Traveler Number to an Egencia Profile

Step 1

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



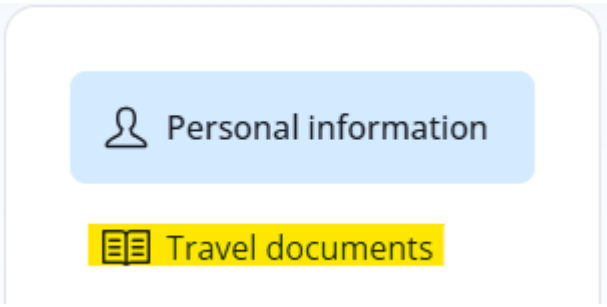
Step 2

The **Personal information** section opens.

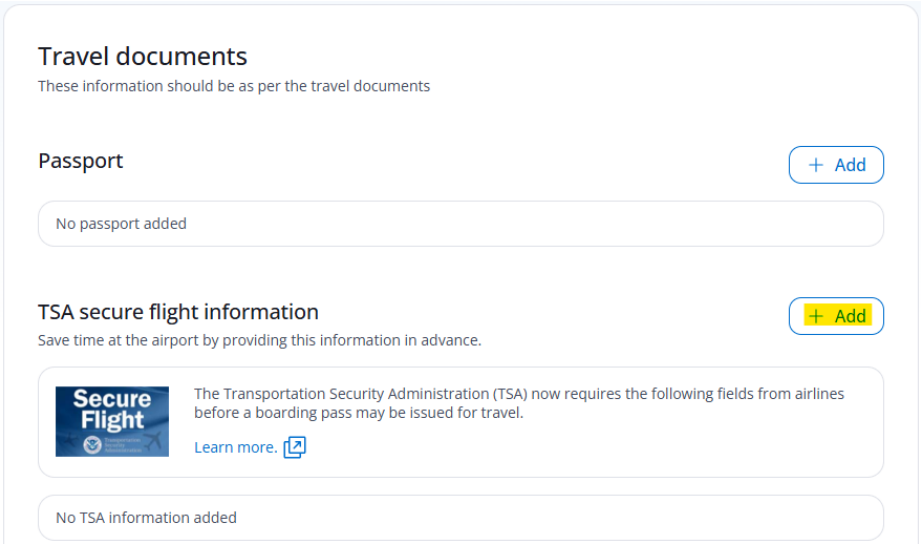
Verify that your **First Name, Middle Name, Last Name, Gender, and Date of Birth** match the government-issued identification (driver's license or passport) you will present at the airport.

- If any name field is incorrect, contact Travel Procurement at Travel.USI@usi.edu before searching for or booking a flight. Name fields can only be updated by Travel Procurement. Update your profile before booking to ensure the correct name appears on your ticket.

Find and click the **Travel documents** tab on the left-hand side.



Find the **TSA secure flight information** section and click **+ Add**.



The **Add TSA secure flight information** panel opens on the right side of the page.

Enter either your **Redress Number** or your **Known Traveler Number** in the appropriate field.

Click **Save**.

