# Add Passport Information to an Egencia Profile

## Step 1

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

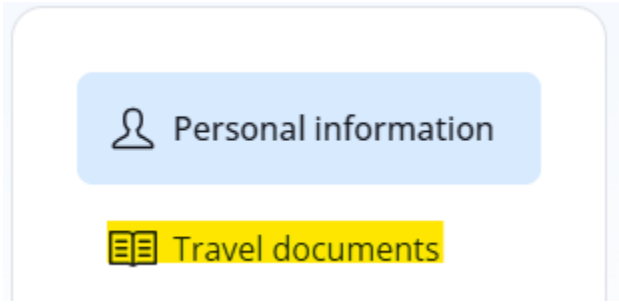
## Step 2

The **Personal information** section opens.

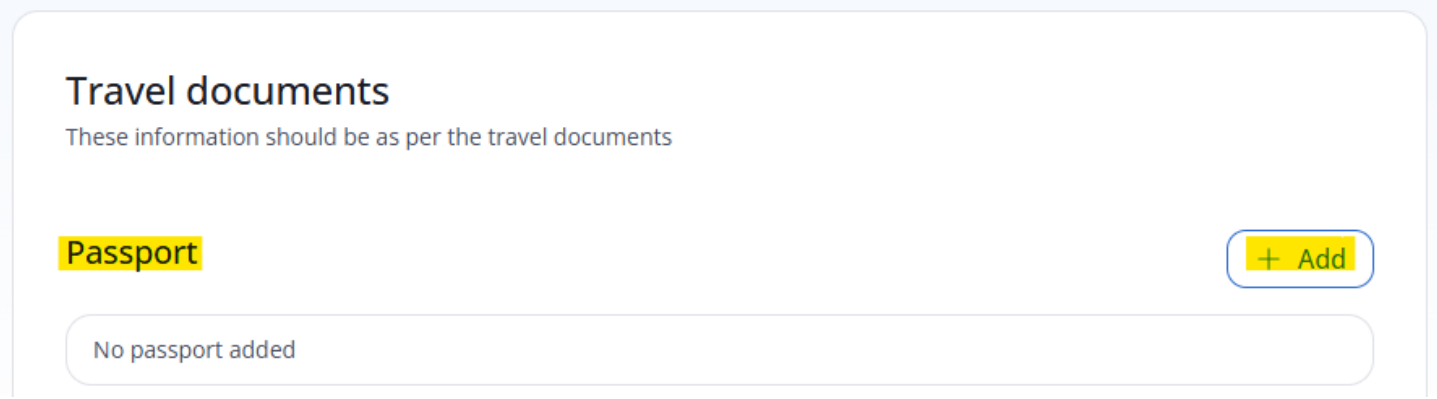
Verify that your **First Name, Middle Name, Last Name, Gender, and Date of Birth** match the government-issued identification (driver's license or passport) you will present at the airport.

- 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.

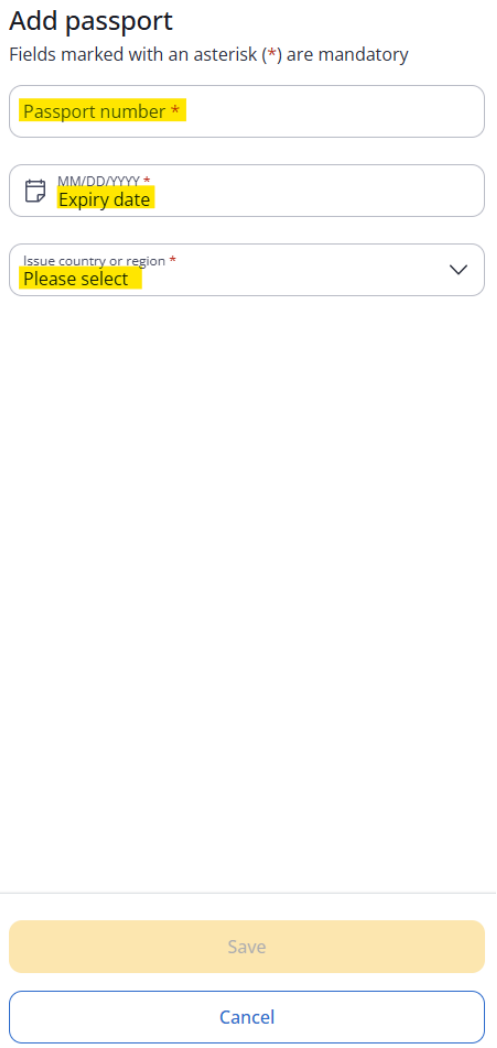
Find and click the **Travel documents** tab on the left-hand side.



Find the **Passports** section and click **+ Add**.




The **Add passport** panel opens on the right side of the page.

Enter the required passport information.

Click **Save**.