

# HOW TO LOG IN TO EGENCIA

You should have received a welcome letter and/or invitation from Egencia giving you log in instructions and other logistical information about your trip. If you did not receive it please check your spam folder. If it is not there, please go to [www.Egencia.com](http://www.Egencia.com). Your ID is your first name, underscore, last name, underscore yale. i.e. John\_jones\_yale.

Request that a new password be emailed to you.

### Your Member information

User Name

Password

Sign in

[Forgot user name and/or  
password?](#)



FOLLOW THE DIRECTIONS  
IN THE LETTER YOU  
RECEIVE CONTAINING  
YOUR TEMPORARY  
PASSWORD TO CREATE A  
NEW PASSWORD. YOUR  
MEMBER ID IS YOUR FIRST  
NAME UNDERSCORE LAST  
NAME UNDERSCORE YALE

- ▶ If you arrange for guests (non-Yale employees) please check that you have a “guest account” in your list of travelers. All guests should be booked in this account. You will find a place to add the guests’ name and phone contact as you proceed through the booking path. Please remember to forward the Egencia confirmation emails you receive to your guests.

