



**System Access for New Users:** We have migrated from Orbitz for Business to **“Egencia”**.

**New User Registration for Egencia:** in order to gain access to Avis Budget Groups travel platform, please send an email to [theanswer.place@avisbudget.com](mailto:theanswer.place@avisbudget.com) TAP will create a “base” profile for you and then you will receive a “welcome letter” that includes your username and temporary password from Egencia.

Once you receive the email with login instructions; login to [www.egencia.com](http://www.egencia.com) and update your password under the “my profile” section in the upper right side of the page. You will be able to load your frequent flier #'s and status, along with hotel & car membership numbers. Make sure that you credit card billing information is the same that's on file with Bank of America. In your profile, you can also sign up for “travel alerts” and download the Egencia mobile app (Egencia Trip Navigator). If you need immediate assistance with travel, please contact Egencia at +1-877-801-3068, for (outside the US) +1-702-939-2532 or via email: [teamagents@customercare.egencia.com](mailto:teamagents@customercare.egencia.com)