

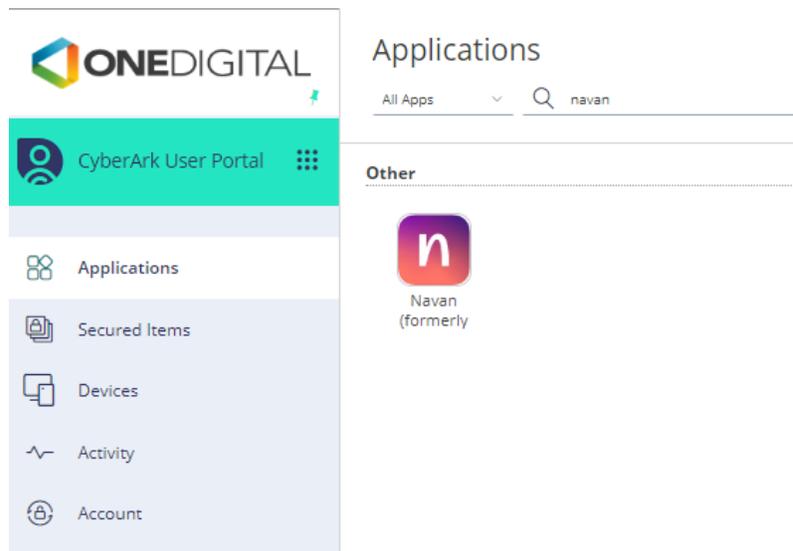
Great news, employees are able to book work travel through Navan where they'll access personal and professional travel perks. Navan will utilize the OneDigital corporate credit card on file to charge all travel, ensuring the process is seamless, and expediting expenses reporting process.

**\*\*\*Please note, Navan also has expense management, but Resourcing Edge will continue to use Expensify for our expense management process.\*\*\***

**\*\*\*Employees that are requesting a corporate company card, must 1<sup>st</sup> contact Jami Beckwith before submitting the request to OneDigital through Navan.\*\*\***

Before downloading the Navan App, you will need to log in through Idaptive (OneDigital employee portal) into Navan.com (from you work computer) and finish setting up your account first before being able to use the Navan app.

1. Log into [Idaptive](#) and search for Navan



2. Enter your personal details and click continue

A screenshot of the 'Enter your personal details' form. The form is titled 'Enter your personal details' and has a sub-header 'Your details must match your government issued ID'. The form contains several input fields: 'Legal first name', 'Middle name', 'Legal last name', 'Suffix', 'Birthday', and 'Gender'. There are also two checkboxes: 'I verify this information matches my government issued ID' and 'I have read and agree to the TripActions privacy policy'. A 'Continue' button is located at the bottom right of the form.

3. Enter the contact information and click continue

A screenshot of the 'Contact Information' form. The form is titled 'Contact Information' and has a sub-header 'TripActions Business: Business Email'. It contains several input fields: 'Business email address', 'Personal email address', and 'Mobile phone'. There are also two checkboxes: 'I verify this information matches my government issued ID' and 'I have read and agree to the TripActions privacy policy'. A 'Continue' button is located at the bottom right of the form.

4. Enter any travel preferences and click continue

Details Contact Info Preferences Loyalty clubs Activate

### Customize your travel preferences

This will help us personalize your travel experience

Seat preference Known traveler number (KTN)

Seat preference KTN / TSA-pre

Back Continue

5. Activate your account by following the instructions on the screen.

Details Contact Info Preferences Loyalty clubs Activate

### Activate your account

1 First download the Navan app 2 Then scan with the app

Available on the App Store GET IT ON Google play

Or text me a link



Don't have a phone? Skip

6. Once the account is activated, download the Navan app found in [Google Play Store](#) or [Apple App Store](#).
7. Enter your OneDigital email address and sign in with Single Sign On (SSO). After entering your email address, you will be prompted to authenticate yourself using Microsoft Authenticator or Email Verification. You may be asked to validate or enter personal details again once you sign in.

**Sign in with one of the methods below**

Sign in with QR code

Sign in with Email

Sign up for free

**Select one of the login methods below**

Sign in with SSO

Follow the prompts to sign in with your OneDigital credentials.

8. After authenticating your OneDigital account, you will receive access to book travel through Navan.

As a reminder, Resourcing Edge will not utilize the Expense section of Navan.