

# Adding an Emergency Contact to Egencia

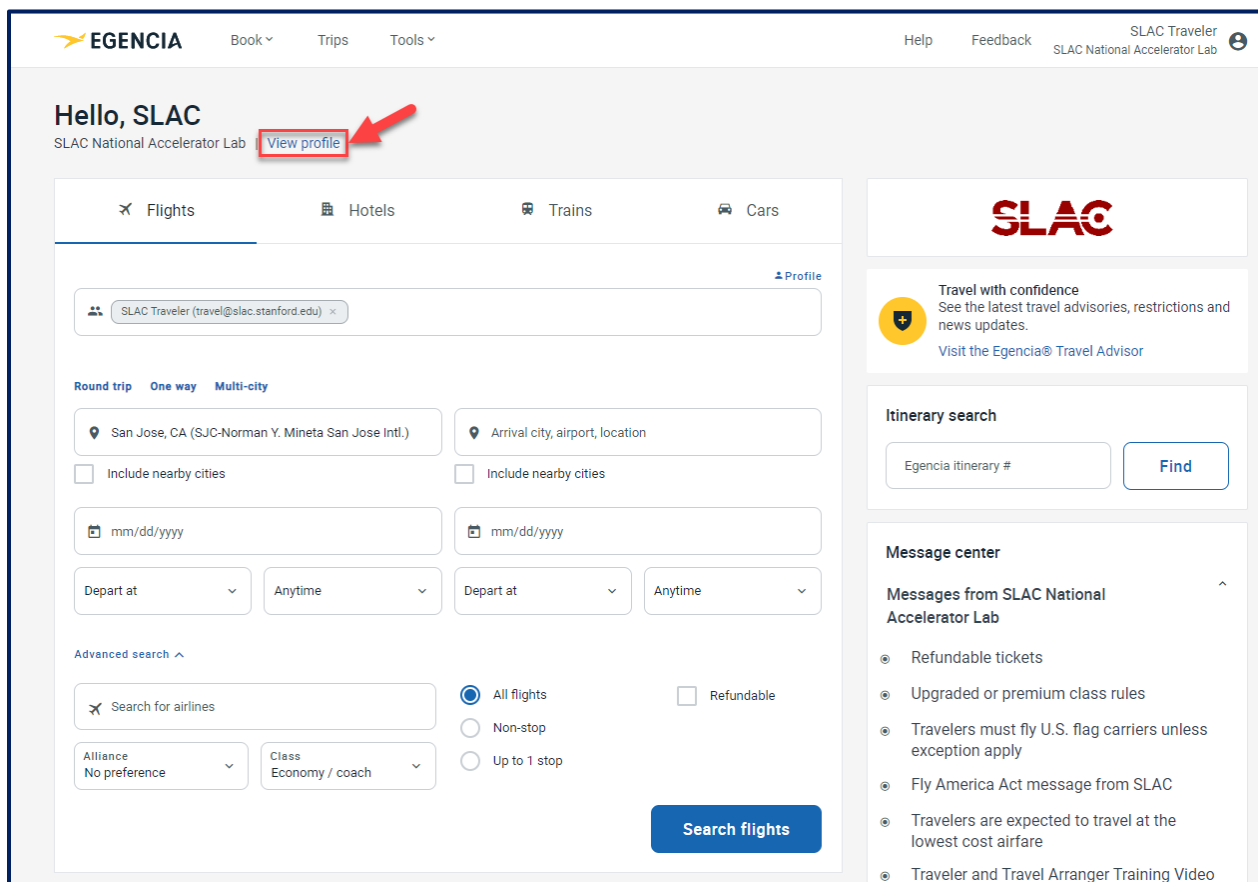
## How To: Add an Emergency Contact to Egencia

A traveler or an arranger can log into Egencia and add an emergency contact to a traveler's profile via the **"Emergency Contact"** section under profile settings. Under profile settings there will be free form fields the traveler or arranger can fill out to add the contact. Below are screenshots for additional guidance.

### Step 1

[Log in to Egencia](#) with your SLAC username and password.

Click **"View Profile"**



The screenshot shows the Egencia user interface. At the top, the Egencia logo is on the left, and navigation links for 'Book', 'Trips', and 'Tools' are in the center. On the right, there are links for 'Help', 'Feedback', and 'SLAC Traveler' (with a sub-link for 'SLAC National Accelerator Lab'). Below the navigation, the user is greeted with 'Hello, SLAC' and 'SLAC National Accelerator Lab'. A 'View profile' link is highlighted with a red box and a red arrow. Below this, there are tabs for 'Flights', 'Hotels', 'Trains', and 'Cars'. The 'Flights' tab is active. A search bar contains the text 'SLAC Traveler (travel@slac.stanford.edu)'. Below the search bar, there are options for 'Round trip', 'One way', and 'Multi-city'. The 'Round trip' option is selected. There are input fields for 'San Jose, CA (SJC-Norman Y. Mineta San Jose Intl.)' and 'Arrival city, airport, location'. There are also checkboxes for 'Include nearby cities'. Below these are date pickers for 'mm/dd/yyyy' and 'Depart at' dropdowns. An 'Advanced search' section includes a search for airlines, radio buttons for 'All flights', 'Non-stop', and 'Up to 1 stop', and a checkbox for 'Refundable'. There are also dropdowns for 'Alliance' (set to 'No preference') and 'Class' (set to 'Economy / coach'). A 'Search flights' button is at the bottom right. On the right side of the page, there is a 'SLAC' logo, a 'Travel with confidence' section, an 'Itinerary search' section with a 'Find' button, and a 'Message center' section with a list of messages from SLAC National Accelerator Lab.

## Step 2

Select the “Emergency” section, fill out the free form fields and click the “Save” button

The image shows a user profile page with a sidebar on the left and a main content area on the right. The sidebar contains several menu items, with 'Emergency contact' highlighted by a red box and a red circle containing the number '1'. The main content area is titled 'Emergency contact' and contains a form with the following fields: First name, Middle name, Last name, Relationship (a dropdown menu with 'Please select' as the current value), Email, Phone number (with a country code dropdown set to '+1' and a placeholder 'e.g. 201-555-0123'), and Alternate phone number (also with a country code dropdown set to '+1' and a placeholder 'e.g. 201-555-0123'). The form fields are highlighted by a red box and a red circle containing the number '2'. At the bottom right of the form area, there are two buttons: 'Delete' and 'Save'. The 'Save' button is highlighted by a red box and a red circle containing the number '3'.

**Personal information**  
Name, phone number, address

**Account settings**  
Email ID, password

**Travel documents** ▲ Add passport  
Passports, other documents

**Custom data fields**  
Department and custom data fields

**User associations**  
Traveler groups, roles

**Arrange and approve**  
Travel arranging and approving settings

**Payment type**  
Payment means, credits and coupons

**Loyalty programs**  
Frequent traveler accounts

**Notifications**  
Email alerts settings

**Preferences**  
General preferences, travel preferences

**Emergency contact** →  
Emergency contact information

**Emergency contact**

First name

Middle name

Last name

Relationship

Email

Phone number

Alternate phone number

Delete Save