Adding an Emergency Contact to Egencia
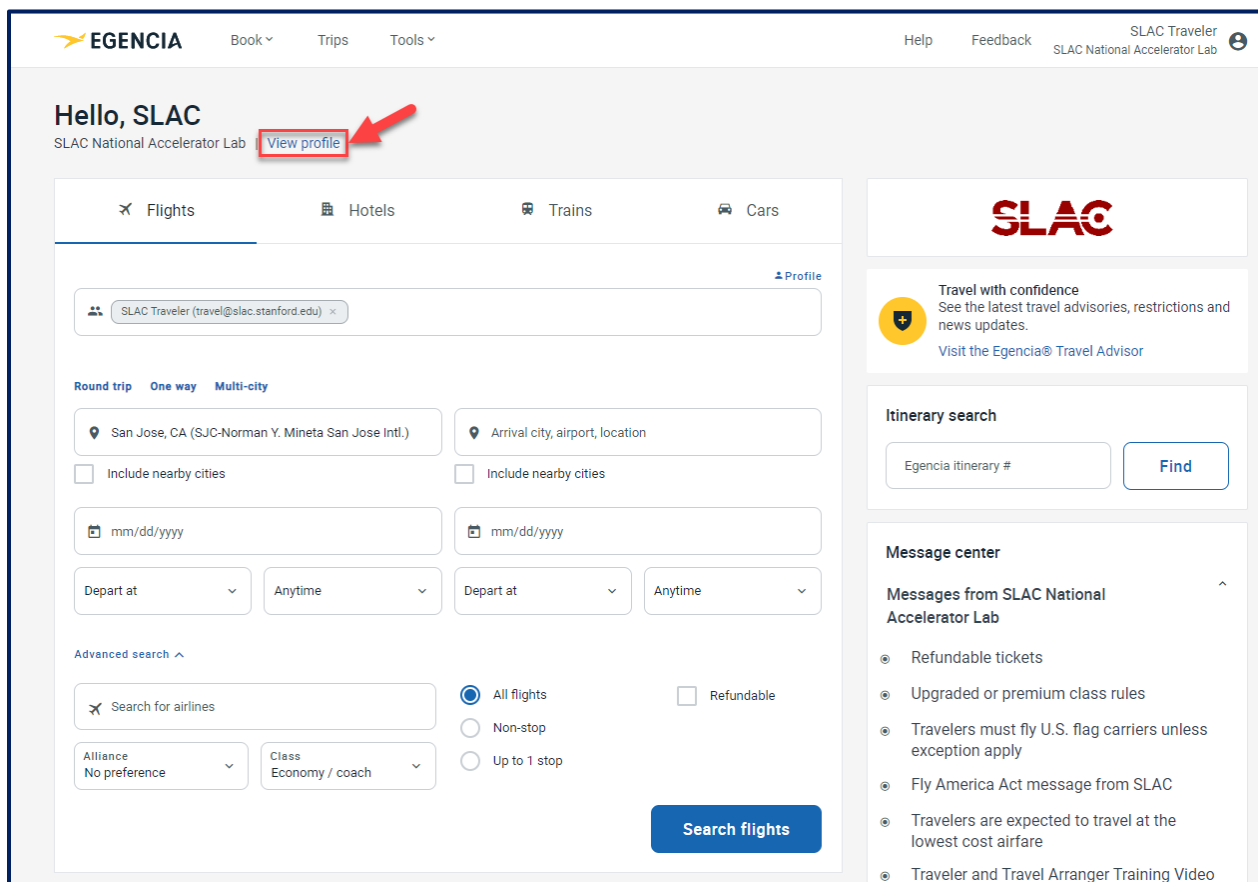
EGENCIA
BUSINESS TRAVEL · EXPEDIA, INC.

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"

Step 2
Select the "Emergency" section, fill out the free form fields and click the "Save" button