

## Adding an Emergency Contact in Egencia

A traveler or an arranger can access Egencia and input an emergency contact into a traveler's profile through the "**Emergency Contact**" section in profile settings. Within profile settings, there are free-form fields that the traveler or arranger can complete to add the contact. Refer to the screenshots below for further assistance.

Step 1: Log in to Egencia with your SLAC username and password.

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¥ Flights	■ Hotels	🗑 Trains	🛱 Cars	SLAG	
			≜ Profile	Itinerary search	
Select traveler(s) or type to re	efine search			· ·	
Round trip One way Multi-city				Egencia itinerary # *	Find
New York, NY (NYC-All Airpor	irts)	Arrival city, airport, locat	ion	New Group Trips feature	
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Step 2: Click "View Profile".

Step 3: Navigate to the "Emergency Contact" section, complete the provided fields, and then click on the "Save" button.

Personal information Name, phone number, address	Emergency contact	
Account settings Email ID, password	First name	
Travel documents Add passport Passports, other documents	Middle name	
	Last name	
Custom data fields Department and custom data fields	Relationship	Please select ~
User associations Traveler groups, roles	Email	
Arrange and approve	Phone number	• • • • • • • • • • • • • • • • • • •
Payment type Payment means and credits	Alternate phone number	= +1 + eg.(201)555-0123
Loyalty programs Frequent traveler accounts		Delete Save
Notifications Email alerts settings		
Preferences General preferences, travel preferences		
Emergency contact		