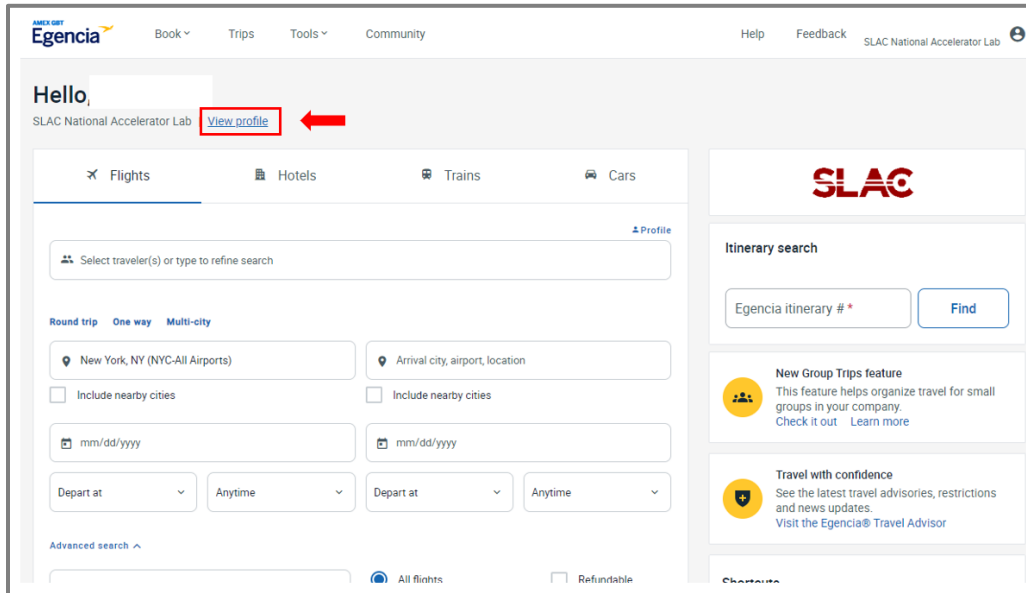


Adding an Emergency Contact in Egencia

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**.

Step 2: Click **"View Profile"**.



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

