

Updating Your Emergency Contact Information

This quick reference guide will explain how an employee can go into Ignite and update their emergency contact information.

Instructions

1 On the Ignite main page, ensure you're under **Me**, and select **Family and Emergency Contacts**. This can be found under **Quick Actions**.

2 On the **Family and Emergency Contacts** page, click **+Add** to add a contact.

3 A drop-down menu will appear. You can choose to **Select a Coworker as a Contact** or **Create a New Contact**.

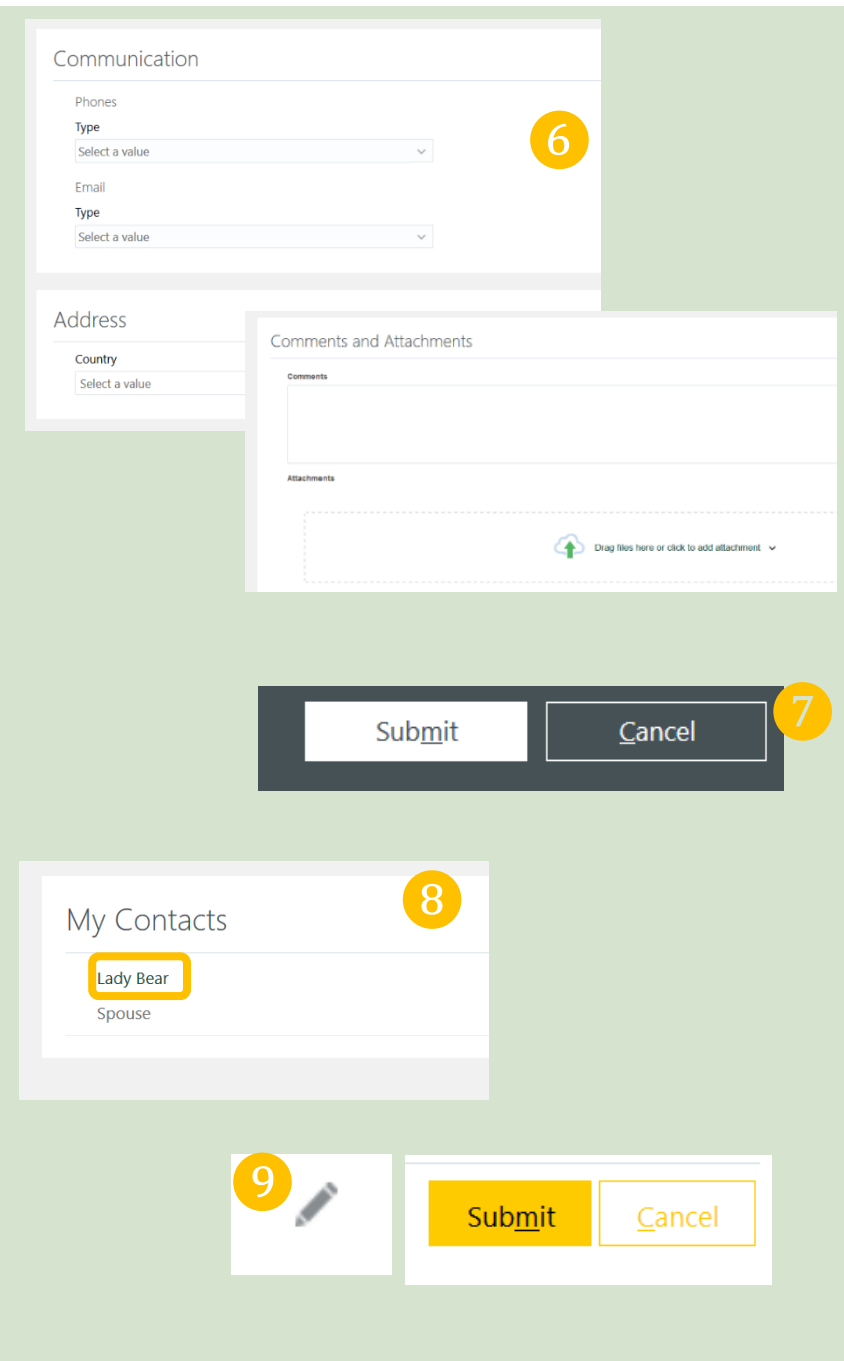
4 If you choose **Select a Coworker as a Contact**, fill out the necessary information – required fields are marked with an asterisk (*) – and then **Submit**.

5 If you choose to make a new contact, you will fill in several sections of information. The first section is **Basic Information**, such as their name, relationship, and birthday. *Required fields are marked with an asterisk (*)*.

The screenshot illustrates the process of updating emergency contact information in the Ignite system. It is divided into five numbered steps:

- Step 1:** The user is on the Ignite main page under the 'Me' tab. In the 'QUICK ACTIONS' section, the 'Family and Emergency Contacts' icon is highlighted with a yellow box.
- Step 2:** The user is on the 'Family and Emergency Contacts' page. The 'My Contacts' section shows a '+ Add' button with a dropdown arrow, highlighted with a yellow box.
- Step 3:** A dropdown menu is shown with two options: 'Select a Coworker as a Contact' and 'Create a New Contact'. The first option is highlighted with a yellow box.
- Step 4:** The 'Select a Coworker as a Contact' form is shown. It includes fields for 'Search Coworker', 'Relationship', and 'Comments'. A 'Submit' button is highlighted with a yellow box.
- Step 5:** The 'Basic Information' form is shown. It includes fields for 'Title', 'Last Name', 'First Name', 'Relationship', 'Date of Birth', 'Suffix', 'Middle Name', 'Preferred Name', and 'Gender'. The 'Submit' button is highlighted with a yellow box.

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The screenshot shows a web form for updating emergency contact information. It is divided into several sections:

- Communication:** Contains two dropdown menus for "Type" (both labeled "Select a value"). A yellow circle with the number 6 is placed to the right of the first dropdown.
- Address:** Contains a dropdown menu for "Country" (labeled "Select a value").
- Comments and Attachments:** Includes a text area for "Comments" and a dashed box for "Attachments" with a green upload icon and the text "Drag files here or click to add attachment".
- Buttons:** A dark grey bar contains "Submit" and "Cancel" buttons. A yellow circle with the number 7 is placed to the right of the "Cancel" button.
- My Contacts:** A list of contacts with "Lady Bear" highlighted by a yellow box. Below it is the relationship "Spouse". A yellow circle with the number 8 is placed to the right of the contact name.
- Edit Action:** A yellow circle with the number 9 is placed next to a pencil icon. Below it is a white bar containing "Submit" and "Cancel" buttons.

Instructions

- 6 The next sections you will fill in are **Communication** and **Address**, as well as any comments or attachments.
- 7 Click **Submit** once you are finished creating the emergency contact.
- 8 To edit an existing contact, click on their name on the **Emergency Contact page**.
- 9 To edit a section, click on the pencil icon, then **Submit** the changes.