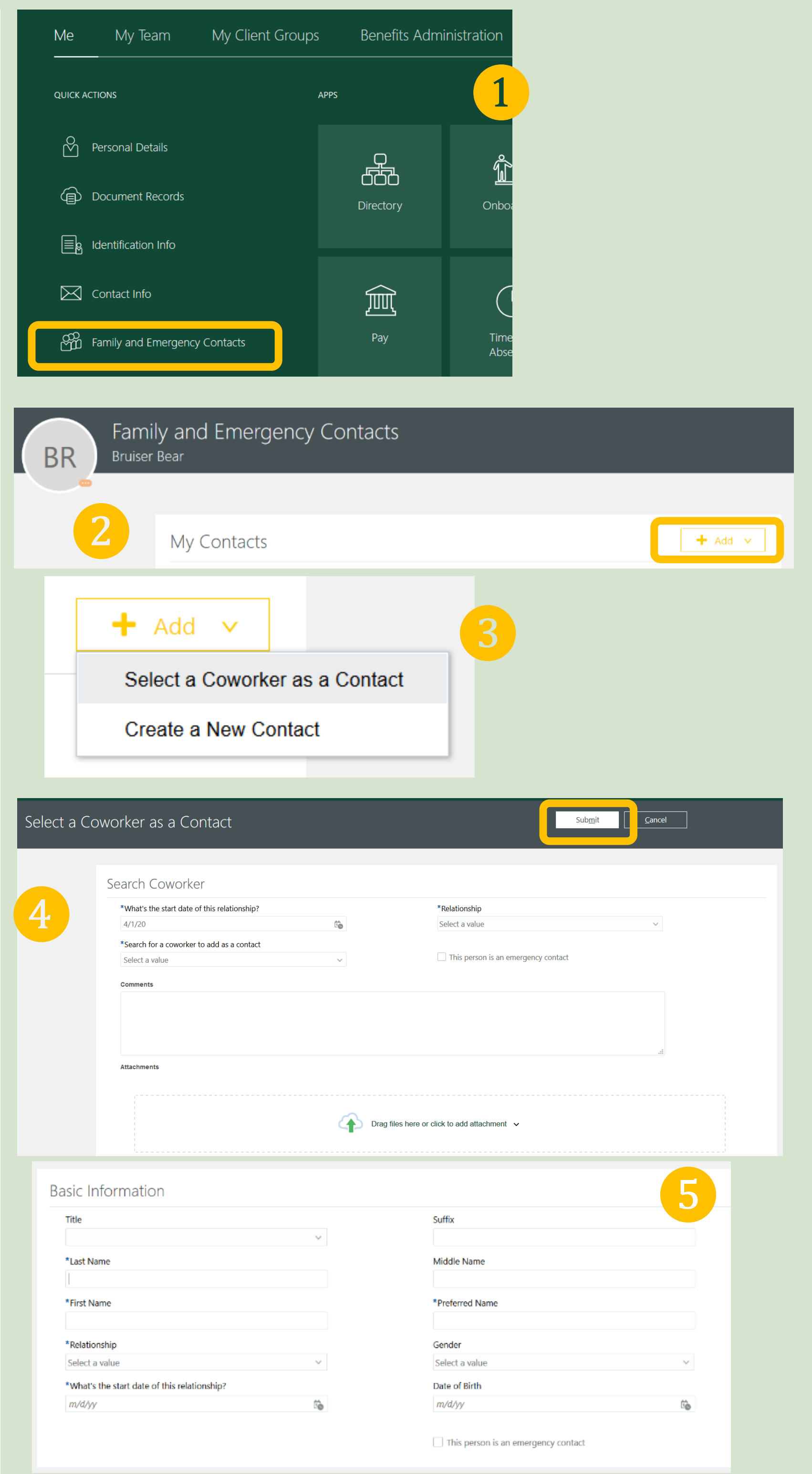
Updating Your Emergency Contact Information



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

Instructions

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

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

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

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

❺ 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 (*).*

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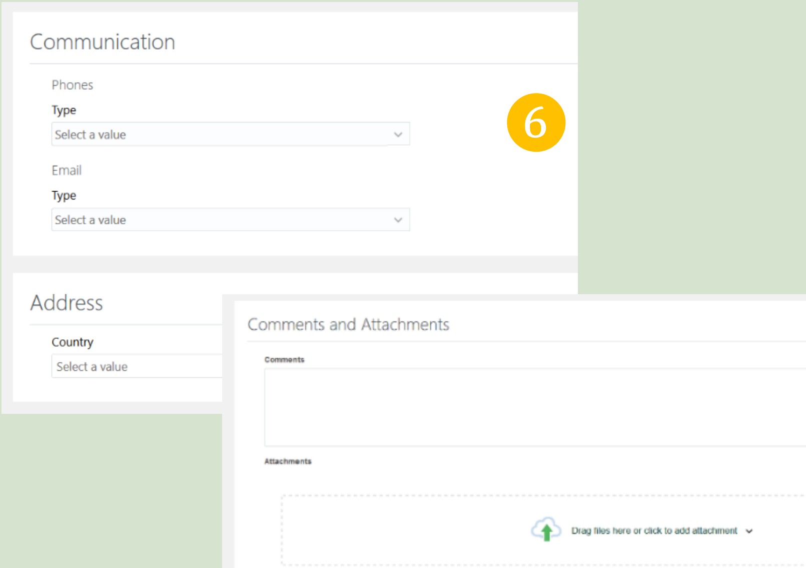

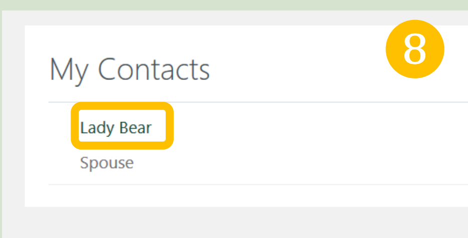

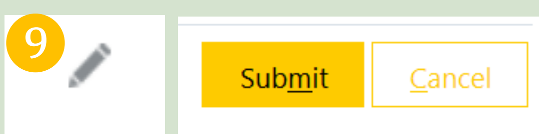

Instructions

❻ The next sections you will fill in are **Communication** and **Address**, as well as any comments or attachments.

❼ Click **Submit** once you are finished creating the emergency contact.

❽ To edit an existing contact, click on their name on the **Emergency Contact page.**

❾ To edit a section, click on the pencil icon, then **Submit** the changes.