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 (*).
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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.