

Update Emergency Contact Information

1. From the landing page, select **Personal Information** located under **Employee Self – Service**.



2. Click on **Emergency Contacts**.
3. Click **Add Emergency Contact**.
4. Enter the **Contact Name**.
5. Indicate the **Relationship to Employee**. If the employee has the same address or telephone select one of the following options:

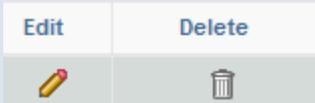
A screenshot of a form showing two radio button options for selecting a relationship to the employee. The first option is 'Contact has the same address as the employee' and the second option is 'Contact has the same telephone number as the employee'. Both options are currently unselected.

If you indicated that the emergency contact address or phone is the same as yours it will display on the screen and can be edited if needed.

6. If the contact has a different address select **Edit Address** to provide address information.
7. If the contact has a different phone select **Add Phone Number** and indicate the Phone Type and Phone Number.
8. Click **Save**. To view a contact list select the **Return to Emergency Contacts** link.
9. For multiple contacts check one to be the **Primary Contact**.

A screenshot of a 'Primary Contact' selection field. It shows a checkbox that is checked, indicating that the contact is the primary contact.

10. **Edit or Delete** contacts by selecting the appropriate icons.

A screenshot showing two buttons: 'Edit' and 'Delete'. The 'Edit' button has a pencil icon and the 'Delete' button has a trash can icon.

11. Click **Save**.
End of Procedure.