

Update Emergency Contact Information

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

Employee Self-Service



Personal Information

Review and update your personal information.

[Personal Information Summary](#)

[Home and Mailing Address](#)

[Phone Numbers](#)

[5 More...](#)

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:

☐ **Contact has the same address as the employee**

☐ **Contact has the same telephone number as the employee**

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**.

Primary Contact



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

Edit

Delete



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

