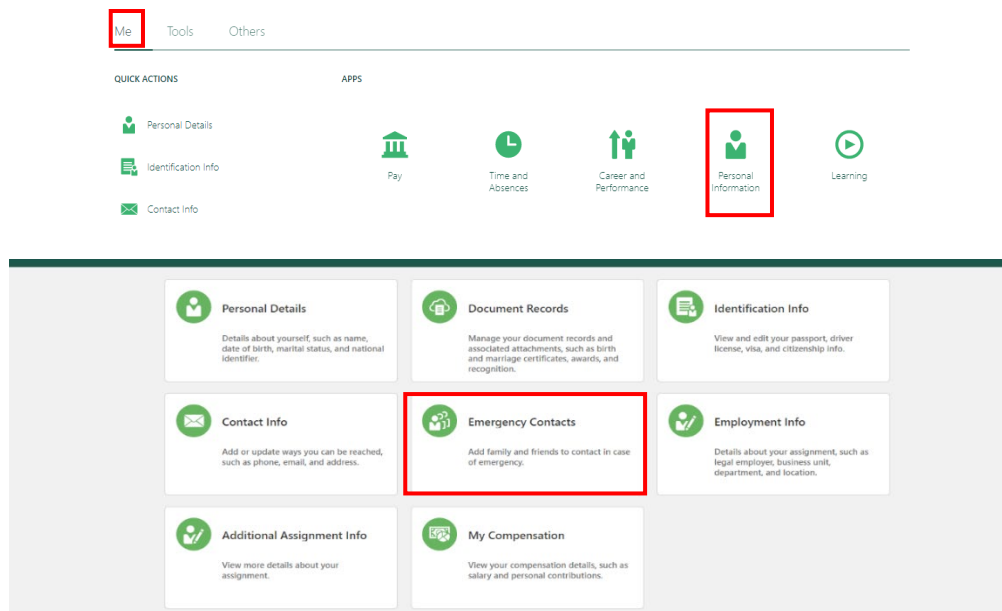


## Step-by-Step Instructions

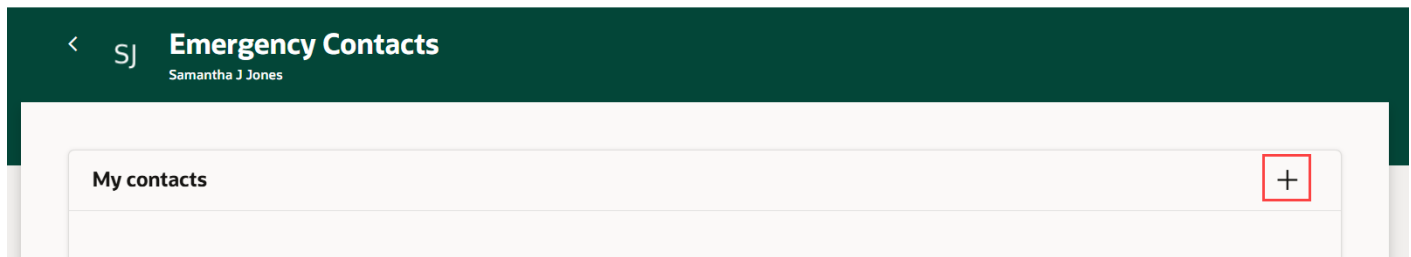
### Update Emergency Contacts

Performed By: Employee

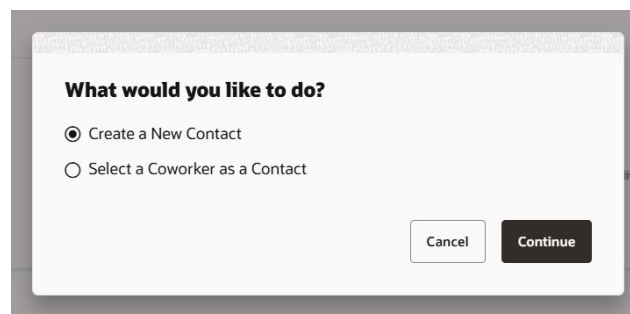
1. From the **Me** dashboard, navigate to **Personal Information** and select **Emergency Contacts**.



2. Select the **Add** icon to add an emergency contact.



3. The system asks if you would like to *Create a New Contact* or *Select a Coworker as a Contact*. Select from the options then click **Continue**.



- Populate the following fields in the **Basic Information: Last Name, First Name, Relationship, and Effective Date**. The **Title, Suffix, Preferred Name, and Previous Last Name** are optional fields. Use the toggle switch to mark this contact as an emergency contact.

**New Contact** Cancel Submit

**Basic info**

Global Name

Last Name Required First Name Required Title Required

Suffix Optional Middle Name Optional Preferred Name Optional

Previous Last Name Optional

Relationship Required What's the start date of this relationship? Required Calendar

☒ This person is an emergency contact

- Under the **Phones details** sections, select a **Country Code** from the drop-down menu. This will expand to a form and allow you to populate the **Phone** fields. Populate the following mandatory fields: **Type, Country, Area Code, Number**. Optional fields include **Extension, From Date, and To Date**.

**Phone details**

Country Required United States 1 Type Required  Area Code Optional

Number Required  Extension Optional  From Date Optional 3/11/25 Calendar

To Date Optional  Calendar

- If applicable, under the **Email details** section, select an **Email Type** from the drop-down menu. *This will expand to a form*. Populate the **Email** section with the **Email**.

**Email details**

Type Required Personal Email Email Required

Personal Email Optional

Work Email Optional

- Once all sections for **Basic Information** and **Communication** have been completed, click **Submit**.

**New Contact** Cancel Submit

**Basic info**

Global Name

Last Name Required First Name Required Title Required

Suffix Optional Middle Name Optional Preferred Name Optional

Previous Last Name Optional

- Emergency Contact** is successfully created