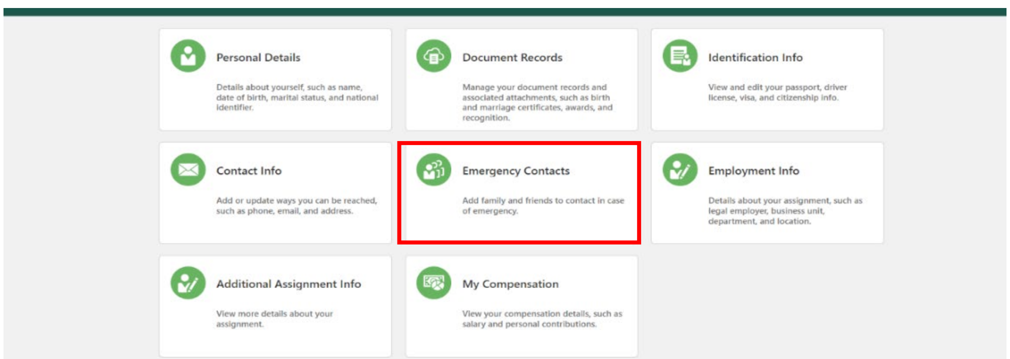
Step-by-Step Instructions

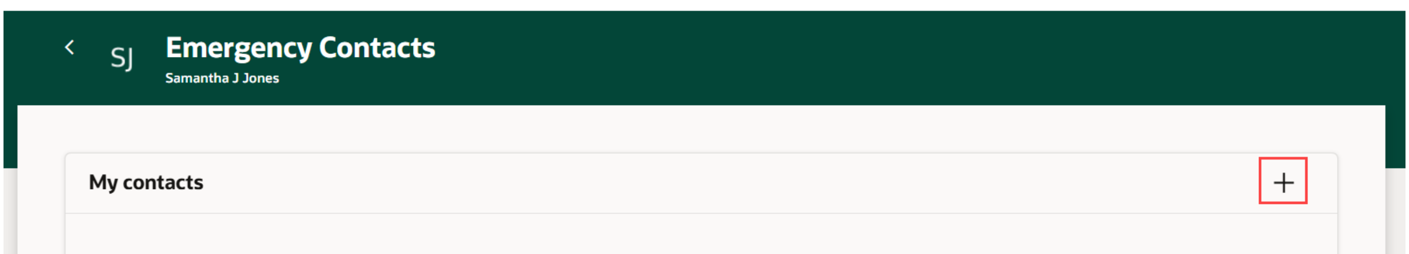
Update Emergency Contacts

Performed By: Employee

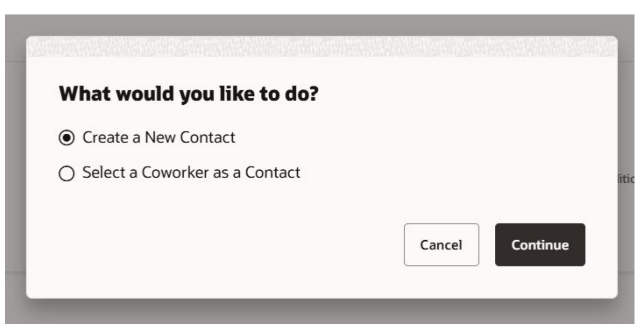
1. From the **Me** dashboard, navigate to **Personal Information** and select **Emergency Contacts**.



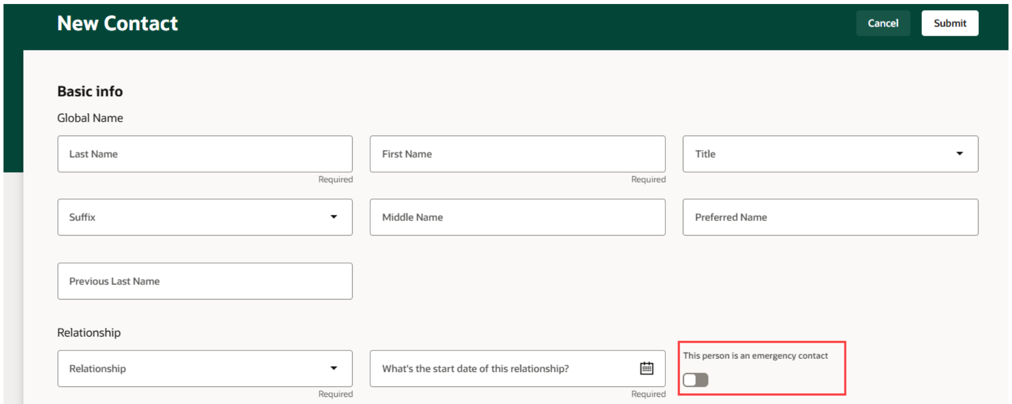
2. Select the **Add** icon to add an emergency contact.



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**.

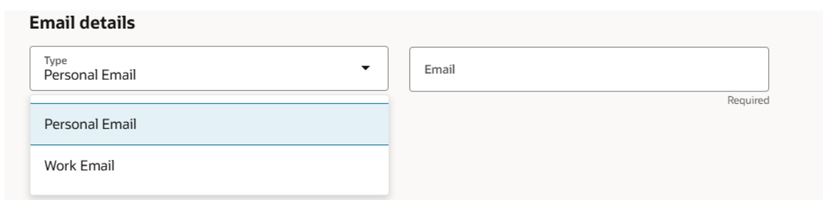


4. Populate the following fields in the **Basic Information:** *Last Name, First Name, Relationship, and Effective Date.* The *Title, Suffix, Preferred Name, and Previous Last Name* are optional fields. Use the toggle switch to mark this contact as an emergency contact.

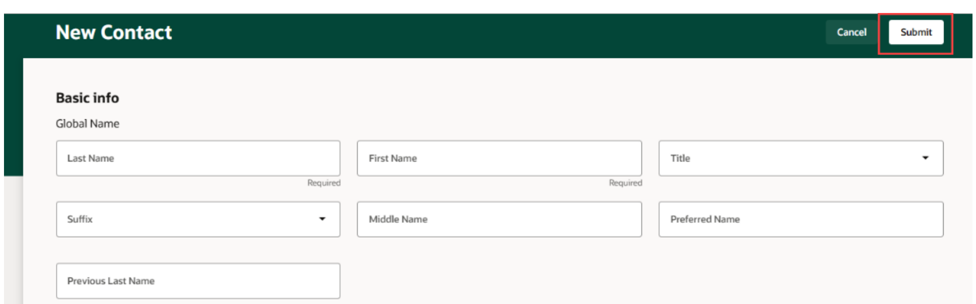


5. Under the **Phones details** sections, select a **Country Code** from the drop-down menu. This will expand to a form and allow you to populate the **Phone** fields. Populate the following mandatory fields: *Type, Country, Area Code, Number.* Optional fields include *Extension, From Date, and To Date.*

6. 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*.



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



8. *Emergency Contact* is successfully created