

# Updating Emergency Contact Information

Created on 10/23/2012 2:18:00 PM

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## Updating Emergency Contact Information



The **Emergency Contacts** page displays an employee's emergency contacts, if any were provided at the time of hire. The employee can edit and delete contacts, as well as designate which should be used as the Primary Contact.

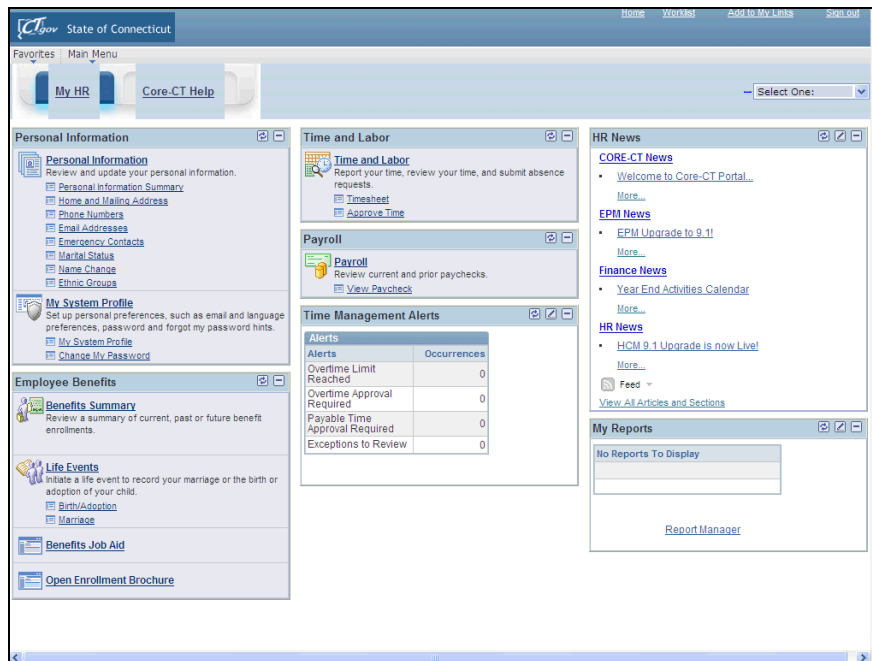
### Procedure


#### Navigation:

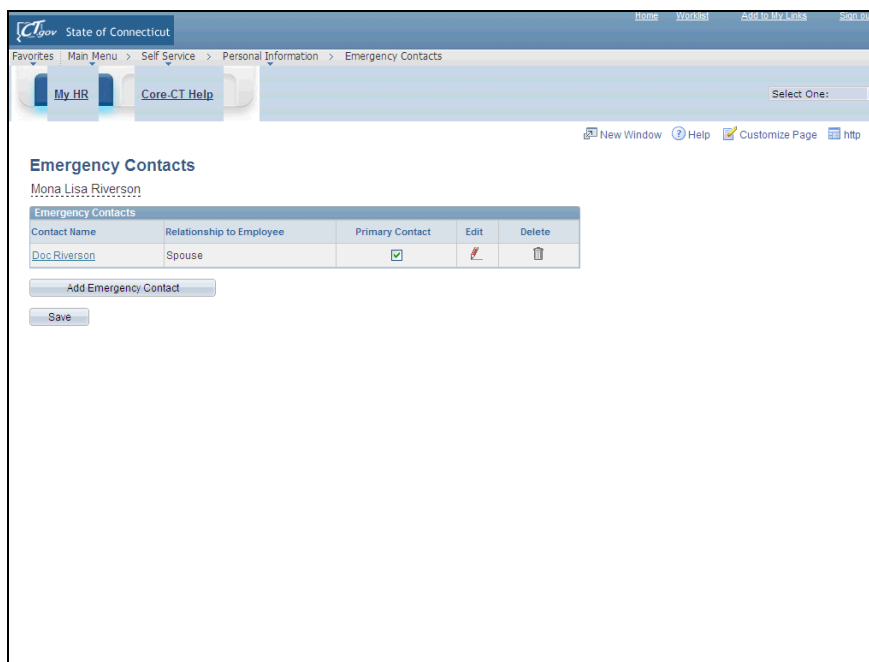
My HR tab > Personal Information > Emergency Contacts

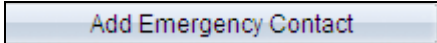
Select the Personal information Summary link > Select the Emergency Contacts button.

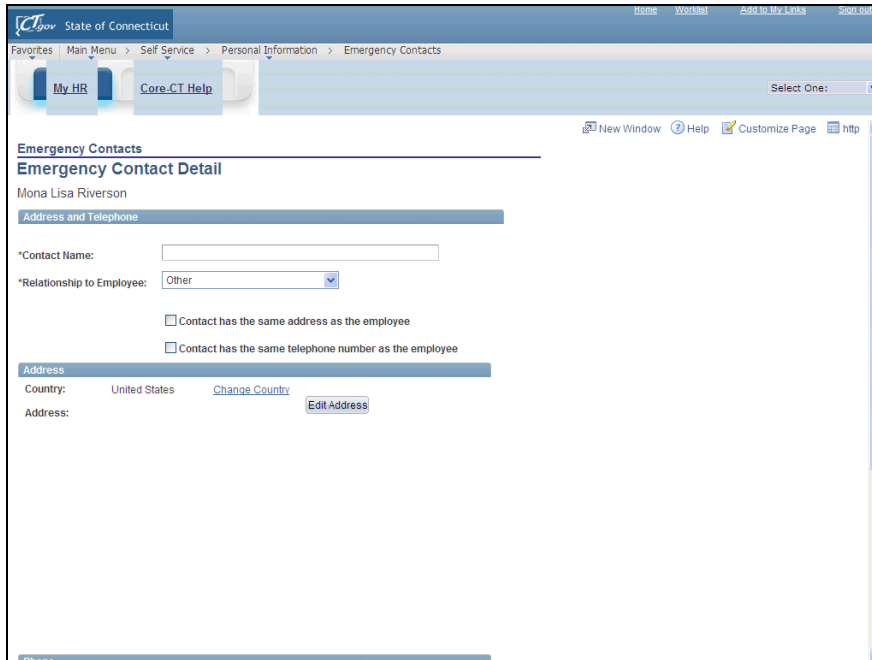
Main Menu > Self Service > Personal Information > Emergency Contacts



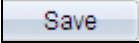


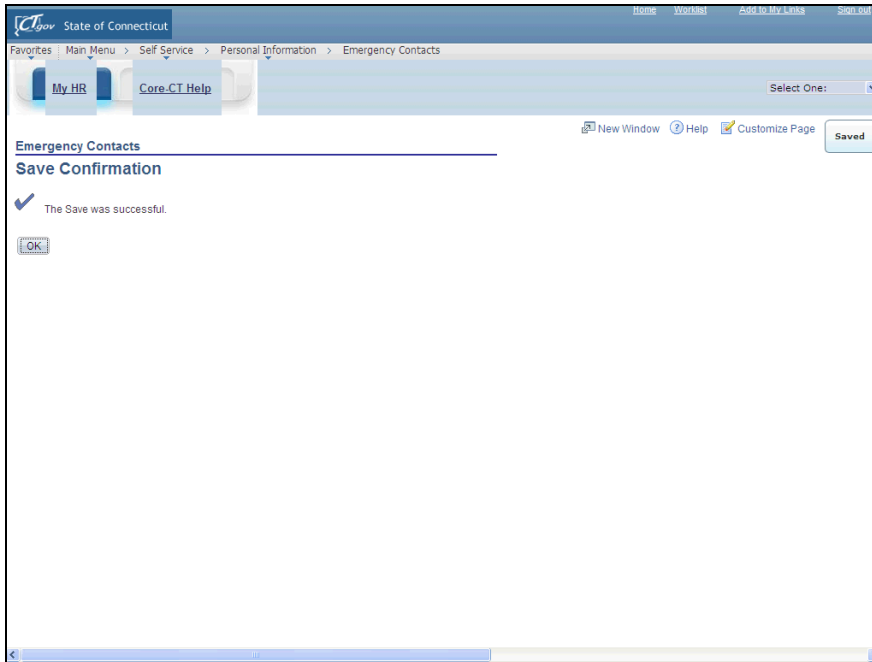
Step	Action
1.	Click the <b>Emergency Contacts</b> link to update emergency contacts under <b>Personal Information</b> on the <b>My HR</b> tab.  




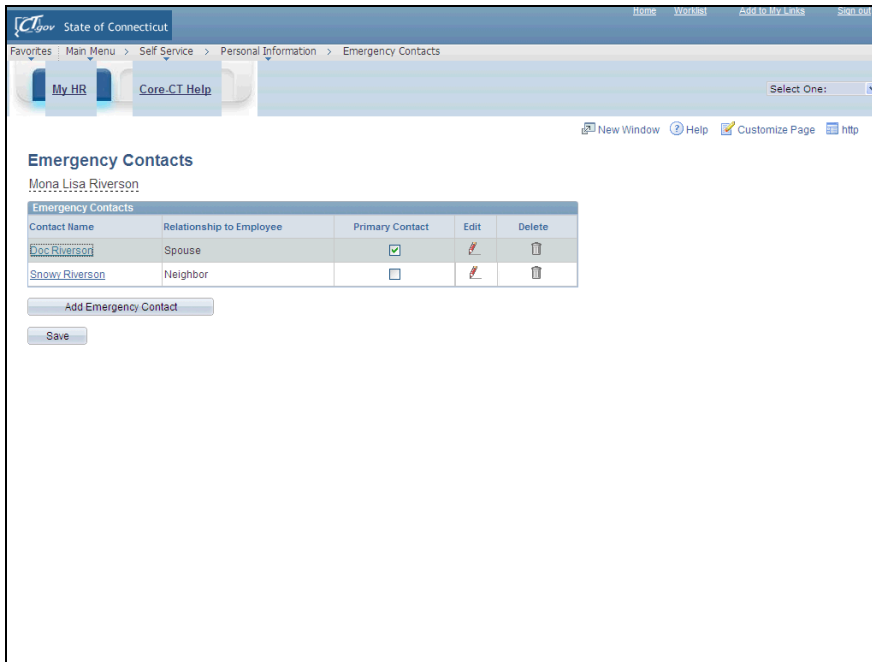
Step	Action
2.	Click the <b>Edit</b> button (pencil) to make changes to the current contact information.  If there are no existing emergency contacts listed click the <b>Add Emergency Contact</b> button.  




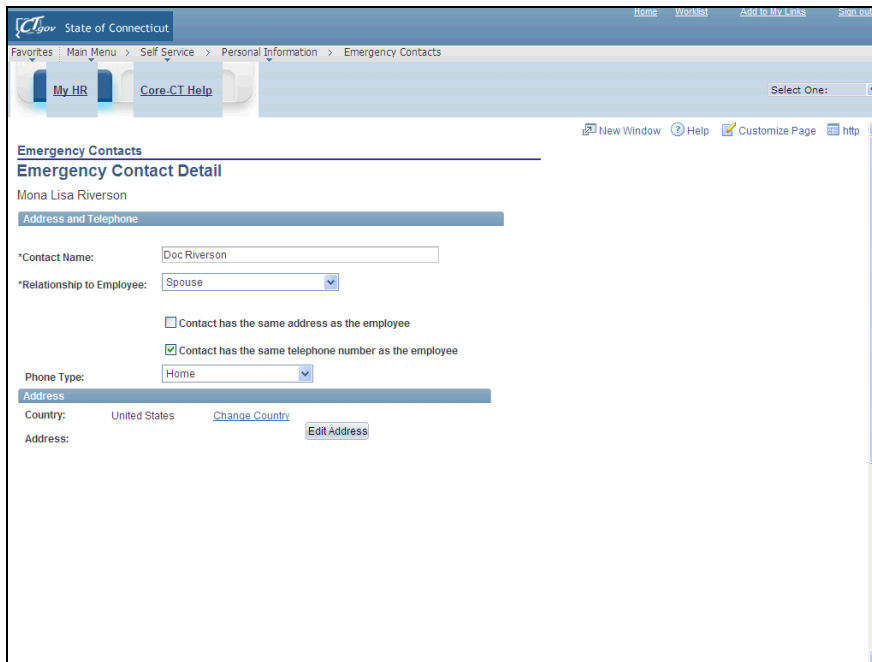
Step	Action
3.	Enter <b>Snowy Riverson</b> into the <b>Contact Name</b> field.
4.	Click the <b>Relationship to Employee</b> list. 
5.	Click the <b>Neighbor</b> list item. 
6.	Employees can associate their address and phone number to the contact if they are the same as the employee's by selecting the <b>Contact has the same addresses as the employee</b> and/or <b>Contact has the same telephone number as the employee</b> check boxes.
7.	Click the scrollbar to move to the <b>Phone</b> section.
8.	Enter <b>2517857845</b> into the <b>Telephone</b> field.
9.	Click the <b>Save</b> button. 




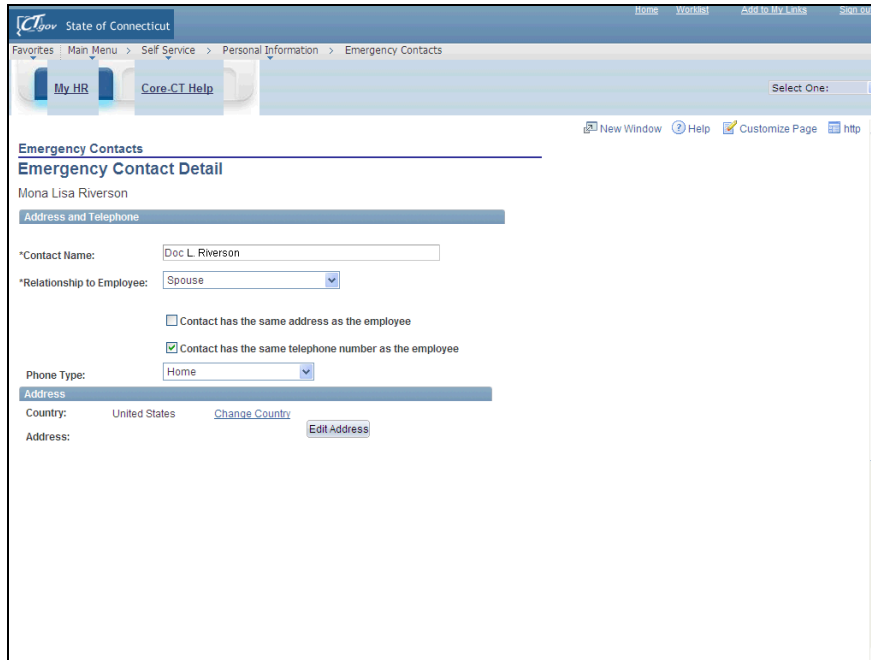
Step	Action
10.	Click the <b>OK</b> button. 



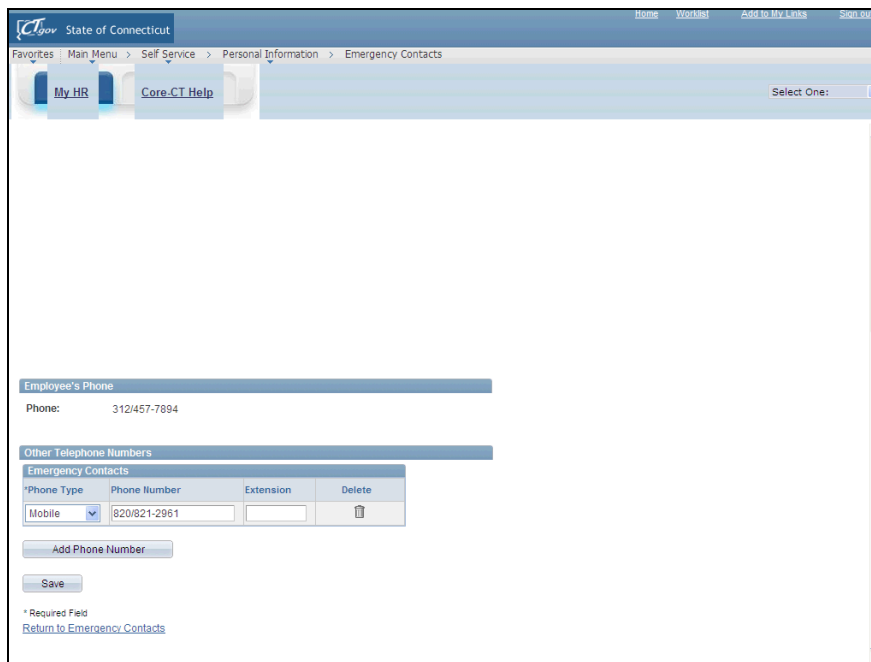
Step	Action
11.	<p>If the name of an emergency contact has changed it can be edited from this page. In this example the contact needs a middle initial added.</p> <p>Click the <b>Edit</b> button.</p> 



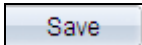
Step	Action
12.	<p>Click in between the first name and last name in the <b>Contact Name</b> field.</p> 
13.	<p>Enter <b>L</b> into the <b>Contact Name</b> field.</p>

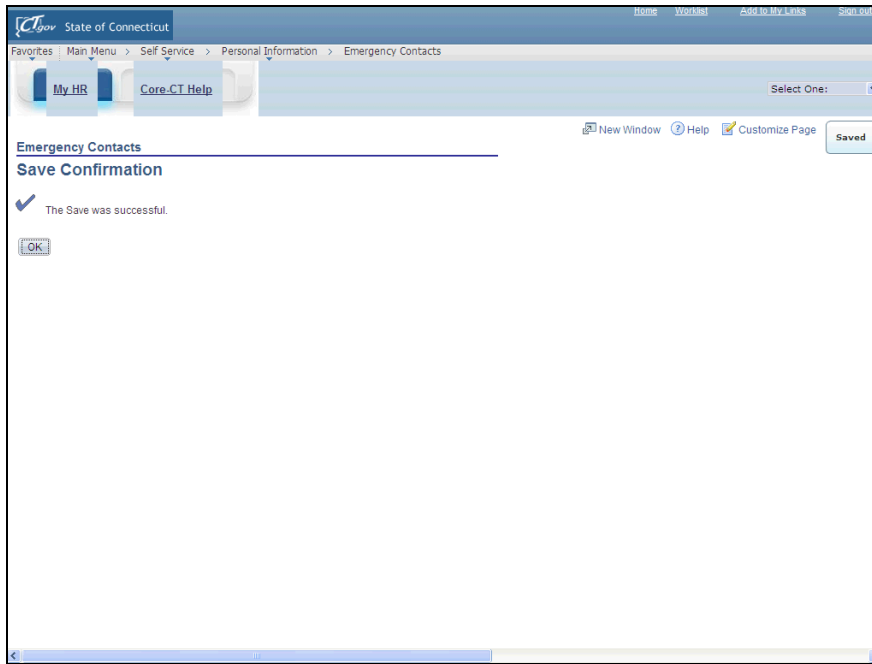



Step	Action
14.	Click the ScrollBar to move to the bottom of the page.

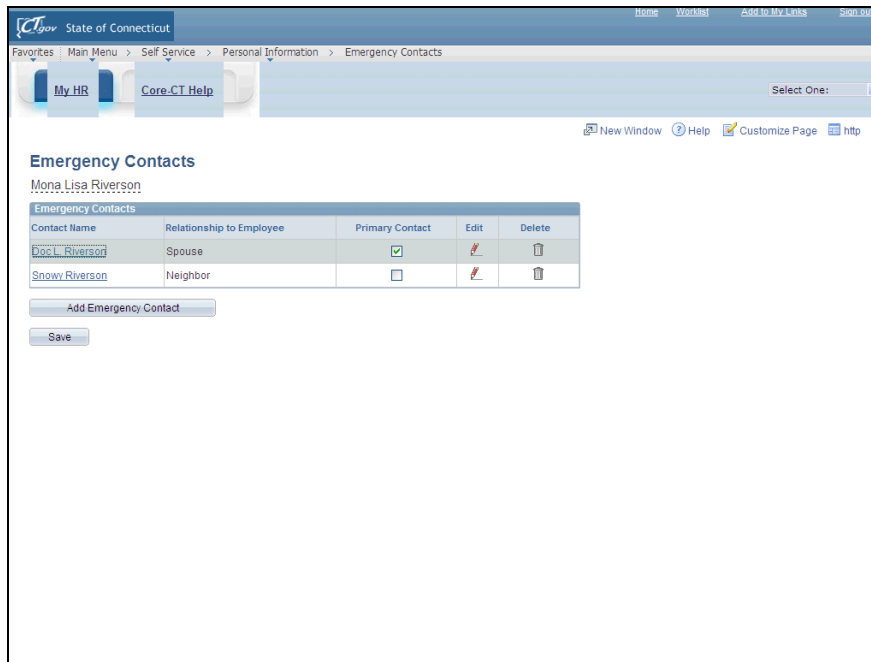


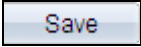
Step	Action
15.	Click the <b>Save</b> button.





Step	Action
16.	Click the <b>OK</b> button. 
17.	Use the <b>Primary Contact</b> check box to designate a contact as the primary contact.  One contact must be designated as the primary contact. Only one contact can be designated as the primary contact.



Step	Action
18.	Click the <b>Save</b> button. 
19.	<b>End of Procedure.</b>