

## Managing your Emergency Contacts

Use the **Emergency Contacts** page to review a summary of your emergency contacts. You are able to edit, change, delete and add to your emergency contact information.

### Procedure

To make any updates to your emergency contact information, you need to navigate to the **Emergency Contacts** page.



Click the **Self Service** link.

Click the **Personal Information** link.

Click the **Emergency Contacts** link.

You will now be on the **Emergency Contacts** page shown below.

### Emergency Contacts

Emergency Contacts			
Contact Name	Relationship to Employee		
		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

**Primary Contact:**

## Section 1: Add an Emergency Contact:

To add an **Emergency Contact**, click the **Add an Emergency Contact** button.

[Add an Emergency Contact](#)

You will now be on the **Emergency Contact Detail** page shown below.

Enter the emergency contact information fields. Once you have completed your input,

click the **Save** button. [Save](#)

### Emergency Contacts

## Emergency Contact Detail

\*Contact Name:

\*Relationship to Employee:

#### Address and Telephone

- Contact has the same address as the employee
- Contact has the same telephone number as the employee

#### Address

Country: United States [Change Country](#)

Address: [Edit Address](#)

#### Phone

Telephone:

#### Other Telephone Numbers

*Phone Type	Phone Number	

[Add a Phone Number](#)

\* Required Field

[Save](#)

[Return to Emergency Contacts](#)

## Section 2: Change an Emergency Primary Contact:

If you have only one emergency contact and would like a different emergency primary contact, you must first add an additional **Emergency Contact**. See **Section 1** to add the contact and then return to this section.

Navigate to the **Change the Primary Contact** page by clicking the **Change the Primary Contact** button.

### Emergency Contacts

Emergency Contacts			
Contact Name	Relationship to Employee		

[Edit](#) [Delete](#)

**Primary Contact:**

[Change the primary contact](#)

## Section 2 continued:

You will now be on the **Change Primary Contact** page shown below.

Click on the drop down list and select the person you wish to have as your **Primary Contact**. Click the Save button.

Save

### Emergency Contacts Change Primary Contact

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Primary Contact:

Save

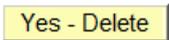
[Return to Emergency Contacts](#)

### Section 3: Delete an Emergency Primary Contact:

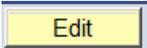
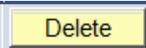
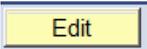
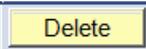
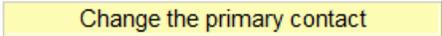
Before you can delete an existing **Emergency Primary Contact**, you must have additional **Emergency Contacts** and have one of those contacts designated as the **Emergency Primary Contact**. See **Section 1** to add a contact if needed and **Section 2** to change the primary contact.

Once the **Emergency Contact** you want to delete has been removed as the **Emergency Primary Contact**, you are able to delete them by clicking on the delete button  next to their name.

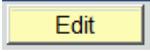
You will be prompted to confirm you want to delete the emergency contact. Click the Yes-Delete button.



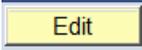
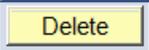
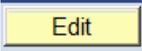
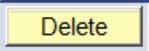
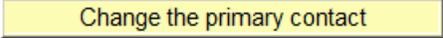
## Emergency Contacts

Emergency Contacts			
Contact Name	Relationship to Employee		
Paul Smith			
Susan Smith			
<b>Primary Contact:</b>			

## Section 4: Change Emergency Contact Information:

To change an **Emergency Contact's** information, click the edit button  for the contact you wish to update.

### Emergency Contacts

Emergency Contacts			
Contact Name	Relationship to Employee		
Paul Smith			
Susan Smith			
<b>Primary Contact:</b>			

## Section 4 continued:

You will now be on the **Emergency Contact Detail** page shown below. Make the required changes and once you have completed your updates, click the Save button. Save

### Emergency Contacts

#### Emergency Contact Detail

\*Contact Name: Susan Smith

\*Relationship to Employee: Spouse

#### Address and Telephone

Contact has the same address as the employee

Contact has the same telephone number as the employee

#### Address

Country: United States [Change Country](#)

Address: [Edit Address](#)

#### Phone

Telephone:

#### Other Telephone Numbers

*Phone Type	Phone Number	

Add a Phone Number

\* Required Field

Save

[Return to Emergency Contacts](#)