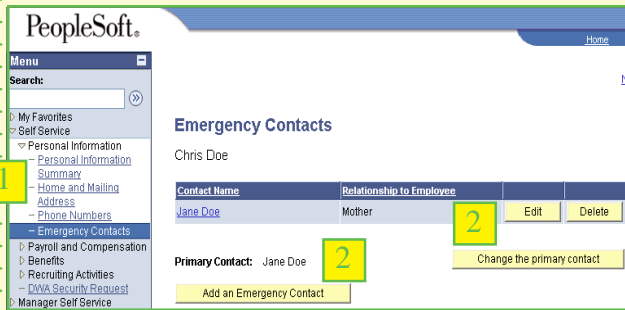


Adding, Changing, Editing and Deleting Your Emergency Contacts



1. Navigate to: *Self Service > Personal Information > Emergency Contacts*
2. To **Add** a new Emergency Contact, click the **Add an Emergency Contact** button and go to **Section I**.

To **Edit** an Emergency Contact, go to **Section II**.

To **Change** your Primary Contact, go to **Section III**.

To **Delete** and Emergency Contact, go to **Section IV**.

I. Adding an Emergency Contact

- a. Enter the **Contact Name**.
- b. Select **Relationship to Employee** from the drop-down box.
- c. If the contact has the same address as the employee, check the box. The contact's address will default in under the **Address** section.

OR

If the address is not the same, click on the **Edit Address** link to enter the correct address.

- d. If the contact has the same phone number as the employee, check the box. The contact's phone information will default in under the **Phone** section.

OR

If the phone number is not the same, enter it in the **Telephone** field.

NOTE: Click the **Add a Phone Number** button to add another contact phone number.

- e. Click the **Save** button.

- f. Click the **OK** button.

Adding, Changing, Editing and Deleting Your Emergency Contacts

II. Editing Your Emergency Contacts

Emergency Contacts

Chris Doe

Contact Name	Relationship to Employee	Edit	Delete
Jane Doe	Mother	Edit	Delete
John Doe	Brother	Edit	Delete

Primary Contact: Jane Doe [Change the primary contact](#)

[Add an Emergency Contact](#)

- a. Click the **Edit** button to the right of the Emergency Contact whose information you wish to edit.

Emergency Contacts

Emergency Contact Detail

Chris Doe

Address and Telephone

*Contact Name: [Edit](#)

*Relationship to Employee: [Edit](#)

Contact has the same address as the employee

Contact has the same telephone number as the employee

Address

Country: United States

Address: [Edit Address](#)

Phone

Telephone:

Other Telephone Numbers

*Phone Type	Phone Number

[Add a Phone Number](#)

* Required Field

[Save](#)

[Return to Emergency Contacts](#)

- b. Edit the **Contact Name** if necessary.
- c. Select **Relationship to Employee** from the drop-down box.
- d. If the contact has the same address as the employee, check the box. The contact's address will default in under the **Address** section.

OR

If the address is not the same, click on the **Edit Address** link to enter the correct address.

- e. If the contact has the same phone number as the employee, check the box. The contact's phone information will default in under the **Phone** section.

OR

If the phone number is not the same, enter it in the **Telephone** field.

NOTE: Click the **Add a Phone Number** button to add another contact phone number.

- f. Click the **Save** button.

Emergency Contacts

Save Confirmation

The Save was successful.

[OK](#) [Save](#)

- g. Click the **OK** button.

Adding, Changing, Editing and Deleting Your Emergency Contacts

III. Changing Your Primary Emergency Contact

Emergency Contacts
Chris Doe

Contact Name	Relationship to Employee		
Jane Doe	Mother	Edit	Delete
John Doe	Brother	Edit	Delete

Primary Contact: Jane Doe a [Change the primary contact](#)

[Add an Emergency Contact](#)

- a. Click the **Change the primary contact** button.

*In this screen shot, notice that Jane Doe is the **Primary Contact**.*

Emergency Contacts
Change Primary Contact
Chris Doe

Primary Contact: John Doe b ▼

[Save](#) c

[Return to Emergency Contacts](#)

- b. Select the contact who will be considered primary from the **Primary Contact** drop-down box.
- c. Click the **Save** button.

Emergency Contacts
Save Confirmation

✓ The Save was successful.

[OK](#) d

- d. Click **OK**.

Emergency Contacts
Chris Doe

Contact Name	Relationship to Employee		
Jane Doe	Mother	Edit	Delete
John Doe	Brother	Edit	Delete

Primary Contact: John Doe Change the primary contact

[Add an Emergency Contact](#)

[Return to Self Service](#)

*Notice that John Doe is now listed as the **Primary Contact**.*

Adding, Changing, Editing and Deleting Your Emergency Contacts

IV. Deleting an Emergency Contact

Emergency Contacts
Chris Doe

Contact Name	Relationship to Employee	Edit	Delete
Jane Doe	Mother	Edit	Delete
John Doe	Brother	Edit	Delete

Primary Contact: Jane Doe

[Return to Self Service](#)

- a. Click the **Delete** button to the right of the Emergency Contact you wish to delete.

***NOTE:** You must designate a new Primary Contact before you can delete your existing Primary Contact.*

Emergency Contacts
Delete Confirmation

? Are you sure you want to delete Emergency Contact (John Doe)?

- b. Click the **Yes - Delete** button if you are sure you want to delete the Emergency Contact.

OR

Click the **No - Do Not Delete** button if you do not want to delete the Emergency Contact.

Emergency Contacts
Chris Doe

Contact Name	Relationship to Employee	Edit	Delete
Jane Doe	Mother	Edit	Delete

Primary Contact: Jane Doe

[Return to Self Service](#)

Notice that John Doe is no longer listed as an Emergency Contact.