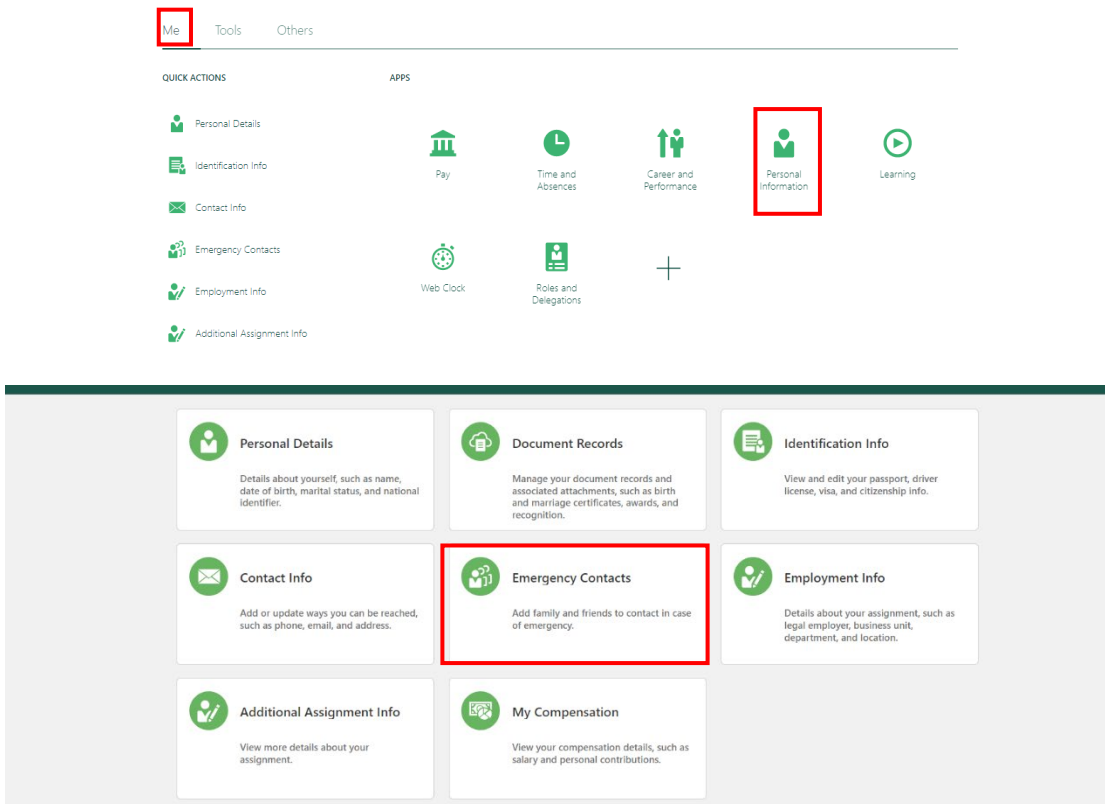


Step-by-Step Instructions

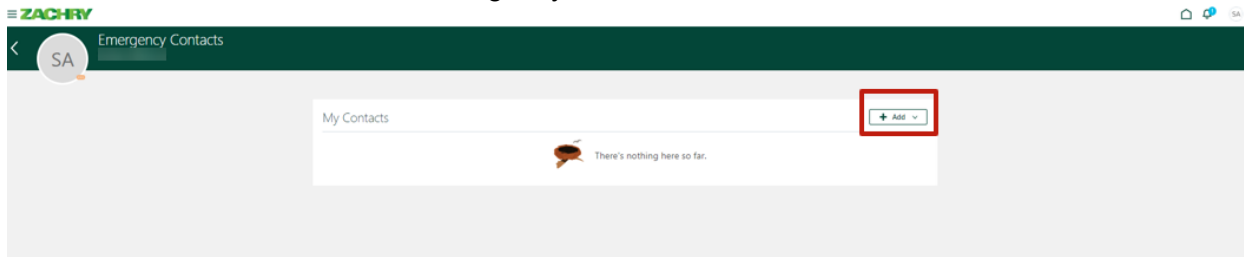
Update Emergency Contacts

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. 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.

Basic Information

* Last Name <input type="text"/>	Suffix Select a value <input type="text"/>
* First Name <input type="text"/>	Preferred Name <input type="text"/>
Title Select a value <input type="text"/>	Previous Last Name <input type="text"/>
* Relationship Select a value <input type="text"/>	* Effective Date mm/dd/yy <input type="text"/>

- If applicable, under the **Communication** and **Phones** sections, select a **Phone Type** from the drop-down menu. This will expand to a form and allow you to populate the **Phone** fields.

Communication

Phones

Type

Select a value

Email

Type

Select a value

- Populate the following mandatory fields in the **Communication** and **Phones** section: *Country, Area Code, Number*. Optional fields include *Extension, From Date, and To Date*.

Communication

Phones

Type

Personal Mobile

Country

United States 1

*Area Code

*Number

Extension

*From Date

1/19/23

To Date

m/d/yy

Email

Type

Personal Email

*Email

- If applicable, under the **Communication** and **Email** sections, select an **Email Type** from the drop-down menu. *This will expand to a form.*

Communication

Phones

Type

Select a value

Email

Type

Select a value

- Populate the **Communication** and **Email** section with the *Email*.

Communication

Phones

Type

Select a value

Email

Type

Work Email

*Email

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

- Emergency Contact* is successfully created, and the employee is brought to summary page shown below. If applicable, is sent to the required parties.