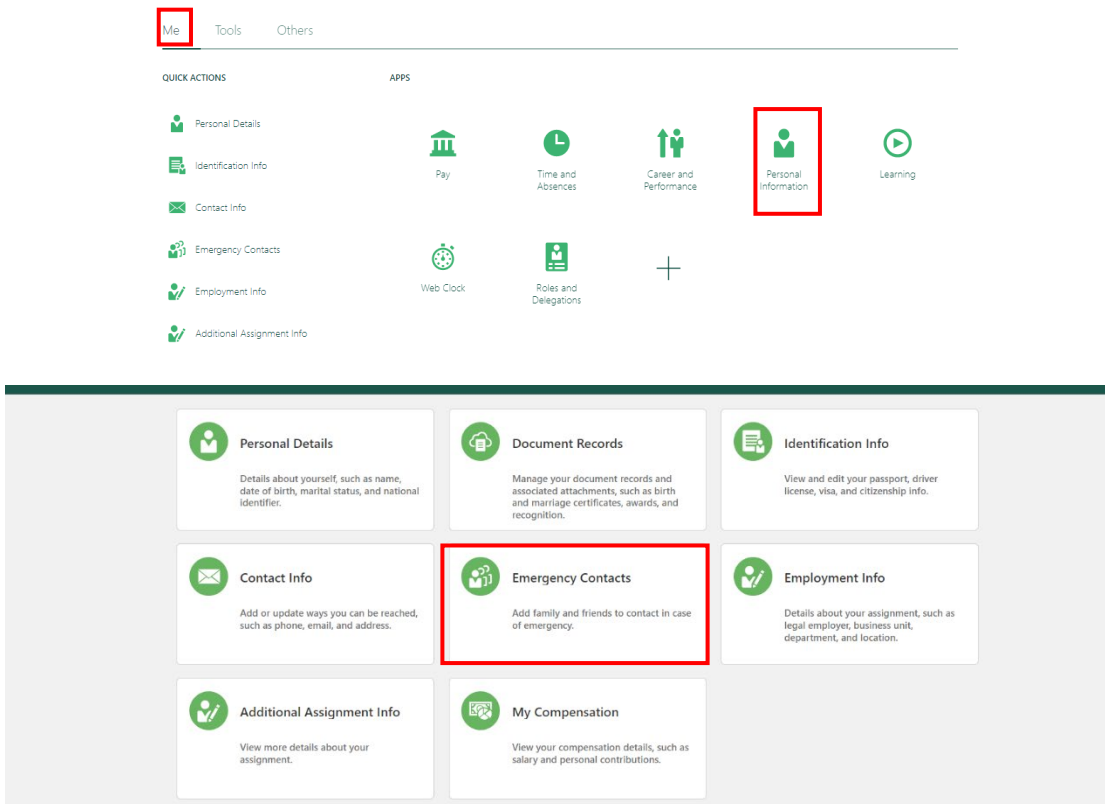## Step-by-Step Instructions
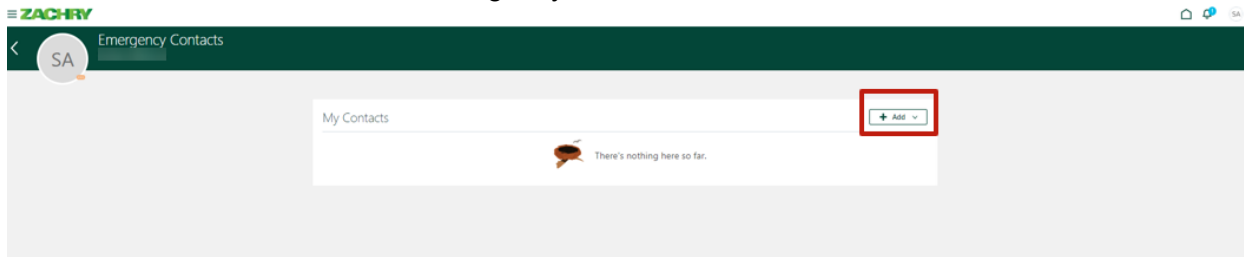
Update Emergency Contacts

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.

4. 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.

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

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

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

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

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