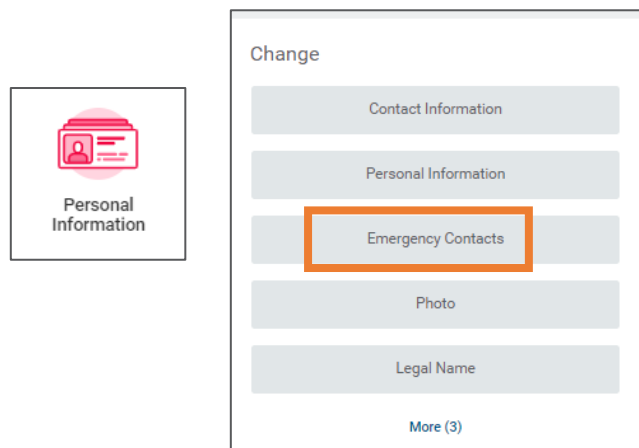


Use this job aid to add or update your emergency contacts.

Update Emergency Contacts




From your home screen:

1. Navigate to the **Personal Information** application.
2. Select **Emergency Contacts** below the Change column.



3. If no emergency contacts have been entered, click **Add**. If you are updating your current emergency contact information, click **Edit**.



NOTE: Click the pencil icon  to edit each section and the check mark icon  when complete. A red asterisk  indicates the field is required. If a field does not have a pencil icon, it cannot be edited. If there is no information entered for a specific field, click **Add** within the field to update information. At Least one piece of information is required.

4. In the **Legal Name** section:
 - Enter the emergency contact's **First Name** and **Last Name** in the appropriate fields. The country defaults to United States of America. Edit, if needed.
5. In the **Relationship** section:
 - Select the Relationship of your emergency contact to you from the drop-down menu.
6. In the **Primary Address** section:
 - Enter the Address, City, State and Postal Code in the appropriate fields.
7. In the **Primary Phone** field:
 - **Phone Device**: Select Mobile or Landline.
 - Country Phone Code defaults to United States of America. Use the drop-down menu to select a different country, if applicable.
 - **Phone Number**: Enter the phone number with area code first.
 - **Type**: Select Home or Work.
8. In the **Primary Email** field:
 - **Address**: Enter the email address.
 - **Type**: Select Home or Work.



NOTE: If you need to add additional Emergency Contacts, click **Add** in the **Alternate Emergency Contacts** field. Follow the steps above to complete the Emergency Contact's information.

9. Click **Submit**.