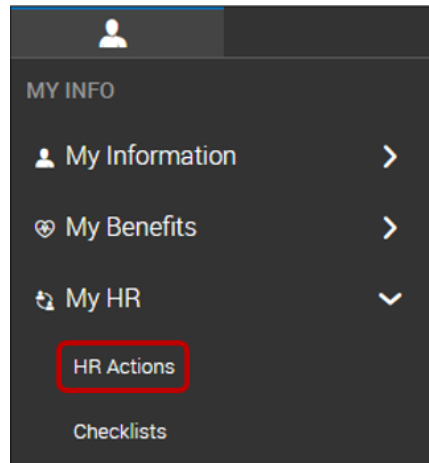


Updating Emergency Contact Information

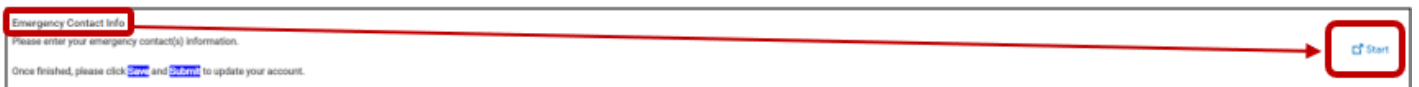
1. Click the **Main Menu** icon located in the upper left corner



2. Expand the My HR section, and then click **HR Actions**



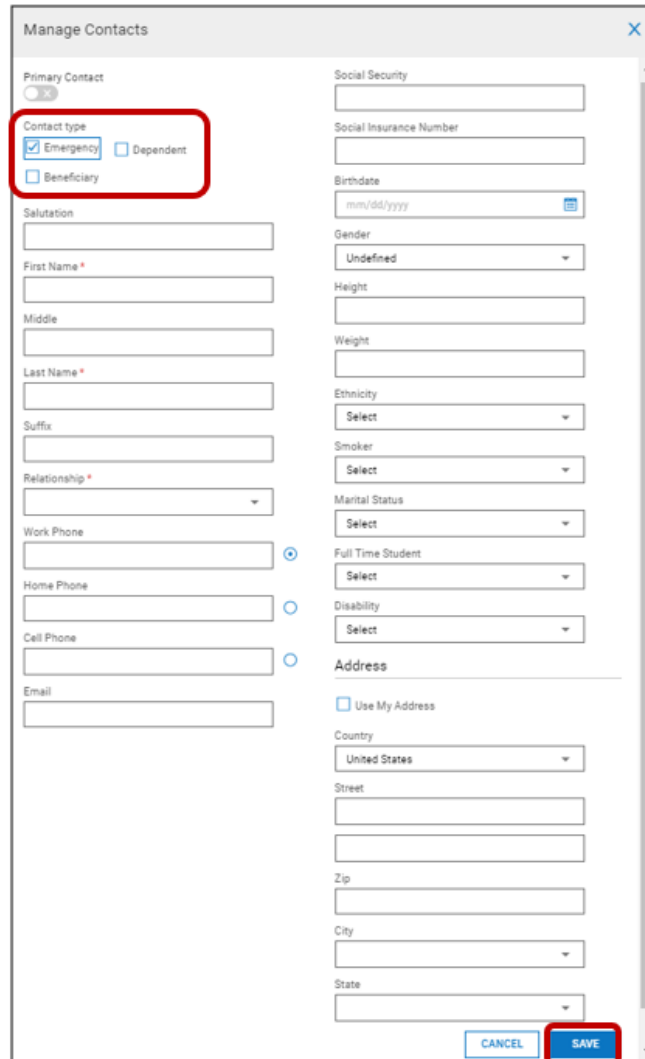
3. Click the **Start** link to open the Emergency Contact Info form



4. Enter the Effective Date, and then click the **Add** link



5. Click the Contact type checkbox and enter all of the required information, and then click **SAVE** to save the form
 - a. If this person is also a Dependent and/or Beneficiary, click the appropriate checkbox before completing the form

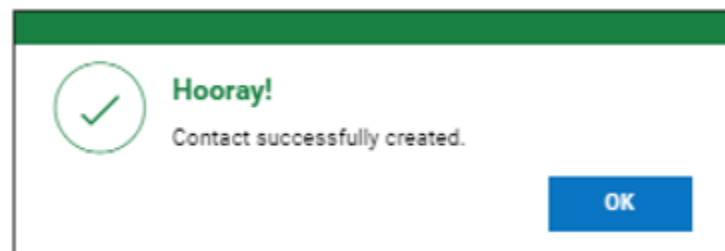


The screenshot shows a 'Manage Contacts' form with the following fields and options:

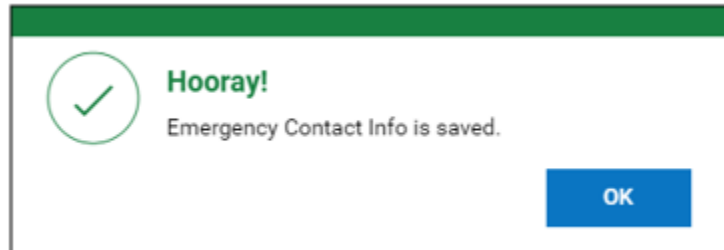
- Primary Contact:** (highlighted)
- Contact type:** Emergency, Dependent, Beneficiary (highlighted)
- Salutation:** Text input
- First Name *:** Text input
- Middle:** Text input
- Last Name *:** Text input
- Suffix:** Text input
- Relationship *:** Dropdown menu
- Work Phone:** Text input with a radio button
- Home Phone:** Text input with a radio button
- Cell Phone:** Text input with a radio button
- Email:** Text input
- Social Security:** Text input
- Social Insurance Number:** Text input
- Birthdate:** Text input with a calendar icon
- Gender:** Dropdown menu (Undefined)
- Height:** Text input
- Weight:** Text input
- Ethnicity:** Dropdown menu (Select)
- Smoker:** Dropdown menu (Select)
- Marital Status:** Dropdown menu (Select)
- Full Time Student:** Dropdown menu (Select)
- Disability:** Dropdown menu (Select)
- Address:** Section with a checkbox 'Use My Address' and fields for Country (United States), Street, Zip, City, and State.

Buttons: CANCEL, SAVE (highlighted)

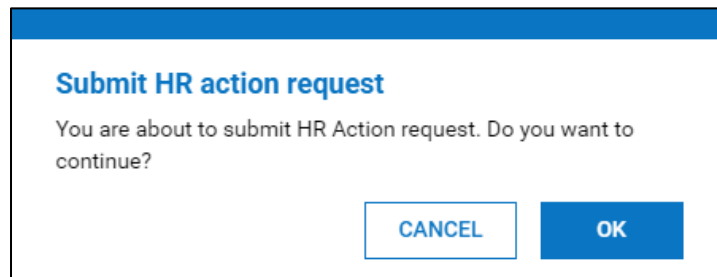
6. Click **OK** when the confirmation screen displays



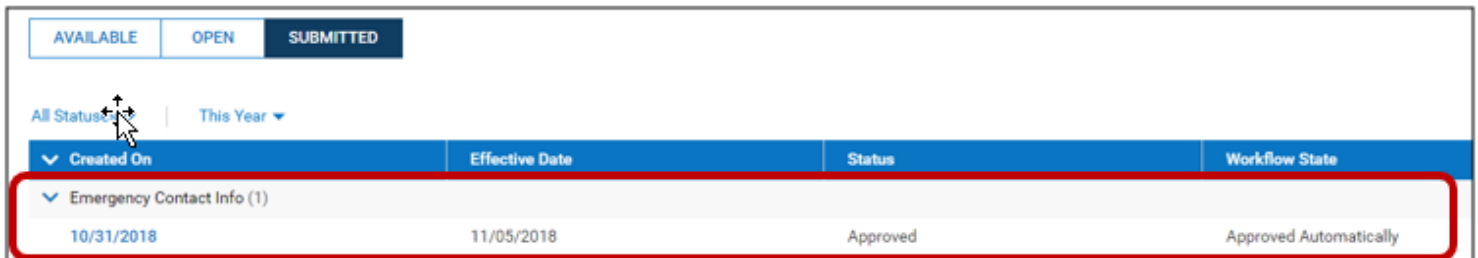
7. Click **SAVE**, and then click **OK** when the confirmation screen displays



8. Click **SUBMIT**, and then click **OK** when the confirmation screen displays



a. The Emergency Contact Info form is submitted and automatically approved



Created On	Effective Date	Status	Workflow State
10/31/2018	11/05/2018	Approved	Approved Automatically