Add & Update Emergency Contact

STEP 1
- From your Home page, **click** on the “Personal Information” worklet

STEP 2
- In the “Change” column, **click** on the “Emergency Contacts” button
**STEP 3**

- **Click** the “Add” button if you are entering for the first time.

OR

- **Click** on the ‘Edit’ button on the top left of page if information already listed and you need to change.

**STEP 4**

- **Click** in the white area with a pencil icon to edit.

- Scroll down to edit information.

*HINT:* To enter information, click in another white area. Do not click the back button or your information will not appear.

**Required areas:**
- Legal Name
- Relationship
- Primary Address
- Primary Phone

Required fields in those areas will be noted with a red asterisk (*)

**Note:**

On entering Phone Number:

Phone Number * is only entered as XXX-XXXX without area code. Enter Area Code, separate in box above the main number.
STEP 5

- To add additional emergency contacts, scroll down to find “Alternate Emergency Contacts”
- Click “Add” to enter information

STEP 6

- Click “Submit” when you have finished entering all information to complete the process.