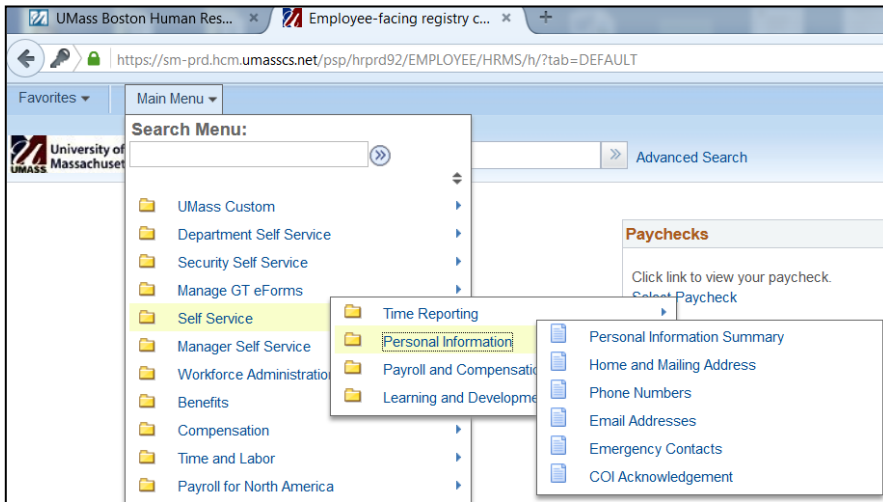


1. Click Menu (top left hand corner), Click Self Service, Click Personal Information Click Emergency Contacts



2. Your Emergency Contact Information will appear. If you would like to add an Emergency Contact click Add Emergency Contact and enter new information. if you would like to change your current contact click delete and add a new contact.

Emergency Contacts

Emergency Contacts

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
		<input checked="" type="checkbox"/>		

Add Emergency Contact

Save