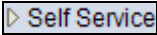
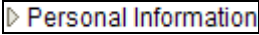



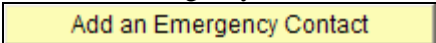

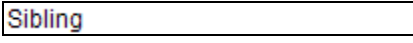
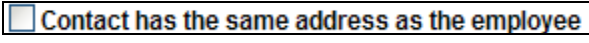
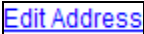

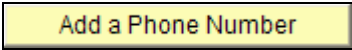

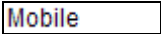
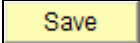

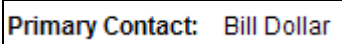
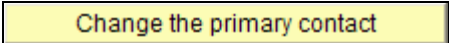

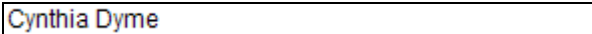
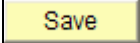

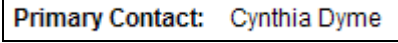


Emergency Contacts

Step	Action
1.	Click the Self Service link. 
2.	Click the Personal Information link. 
3.	Click the Emergency Contacts link. 
4.	The Emergency Contacts screen appears. All emergency contacts that you have indicated appear on the screen. If no emergency contacts appear, then one or more can be added. 
5.	If an emergency contact exists, the screen displays the name and relationship of the emergency contact(s).
6.	Existing contacts can be edited or deleted using the Edit and Delete buttons. 
7.	To add an emergency contact, click the Add an Emergency Contact button. 
8.	The Emergency Contact Detail screen appears. Enter the individual's first and last name into the Contact Name field.
9.	Click the Relationship to Employee list. 
10.	Select the appropriate description of the individual's relationship to you from the list. 
11.	If the individual has the same address as you, click the Contact has the same address as the employee checkbox option. 
12.	If the individual has the same home phone number as you, click the Contact has the same telephone number as the employee checkbox option.
13.	If the individual does not have the same address as you, click the Edit Address link to enter his/her address. 
14.	The Edit Address screen appears. Enter the address as appropriate. If the individual does not live in the United States, click the Change Country link to change the address screen to the appropriate format for that country.
15.	Click the OK button. 

Step	Action
16.	Enter the individual's primary phone number into the Telephone field.
17.	If you'd like to indicate another phone number for the individual, click the Add a Phone Number button. 
18.	Click the Phone Type list. 
19.	Select the appropriate phone type description from the dropdown list. 
20.	Enter the phone number into the Phone Number field.
21.	Click the Save button. 
22.	Click the OK button. 
23.	The individual listed as the Primary Contact for emergency purposes is listed in the Primary Contact field. 
24.	To change the individual who is your primary emergency contact, click the Primary Contact button. 
25.	The Change Primary Contact screen appears. Click the Primary Contact list. 
26.	Select the appropriate individual from the list. 
27.	Click the Save button. 
28.	Click the OK button. 
29.	The Primary Contact field is updated. All changes have been saved. 
30.	This completes the process of adding and updating emergency contact information. End of Procedure.