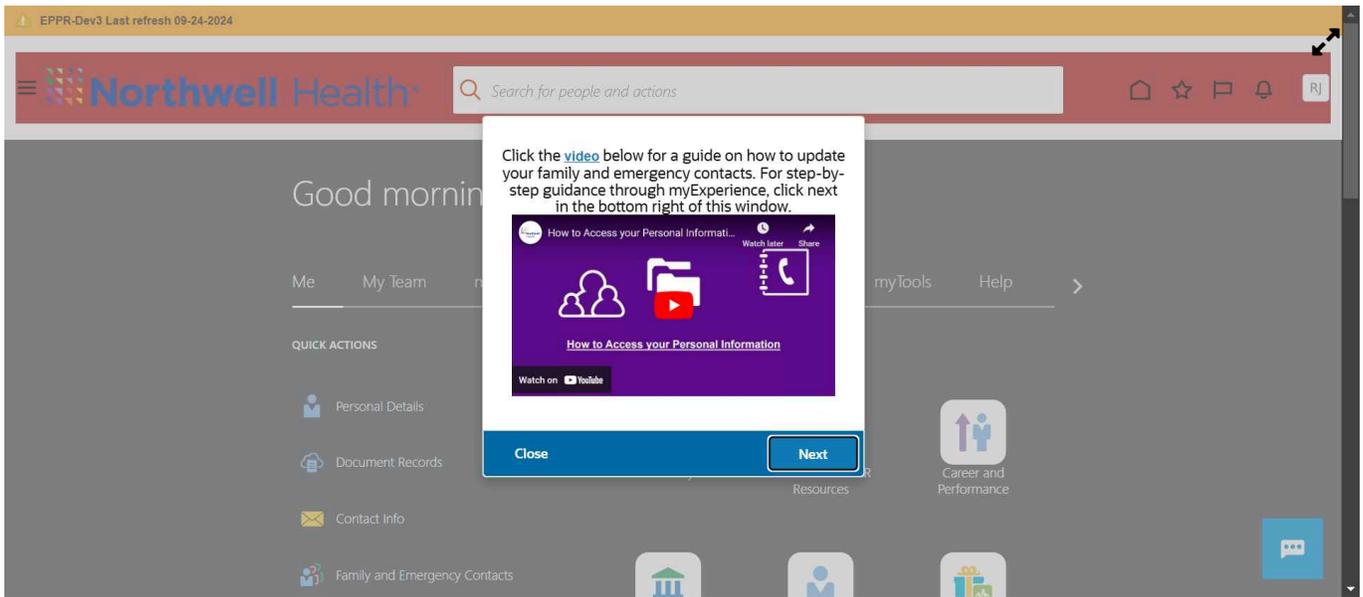# Manage Emergency Contacts
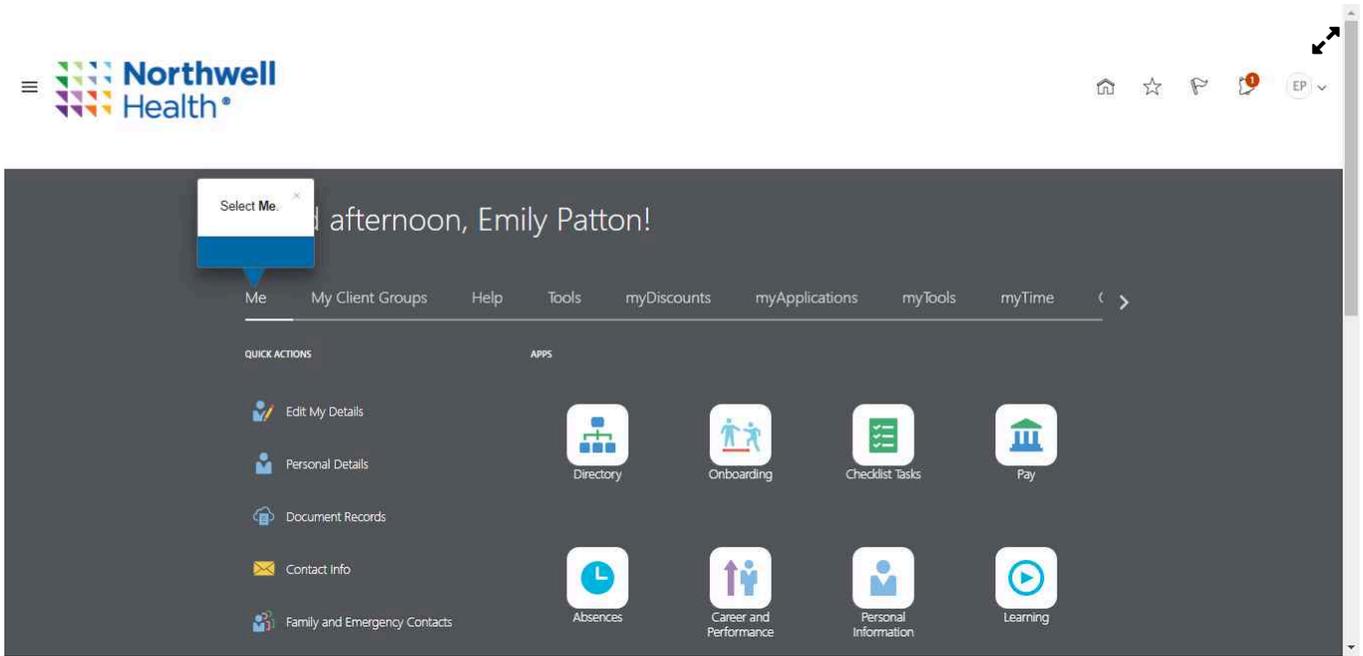
Last Updated: 12/03/2024 01:00 PM

STEP 1

Click the <u>video</u> below for a guide on how to update your family and emergency contacts. For step-by-step guidance through myExperience, click next in the bottom right of this window.
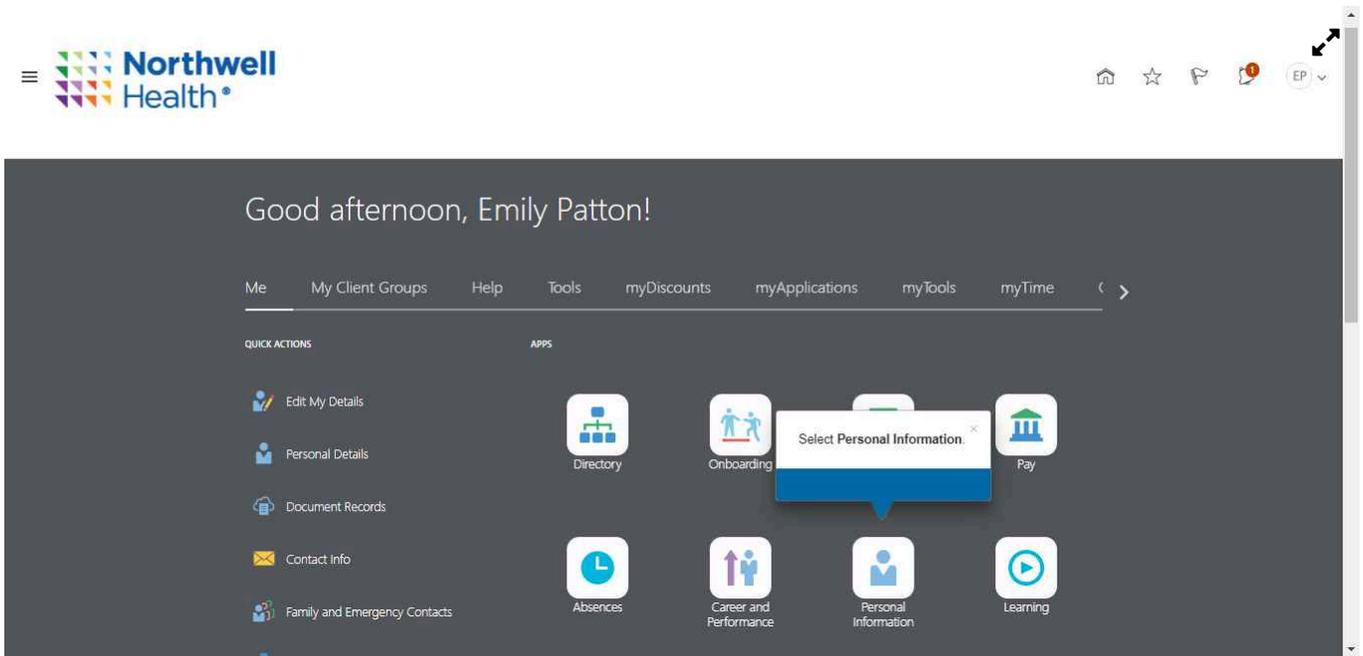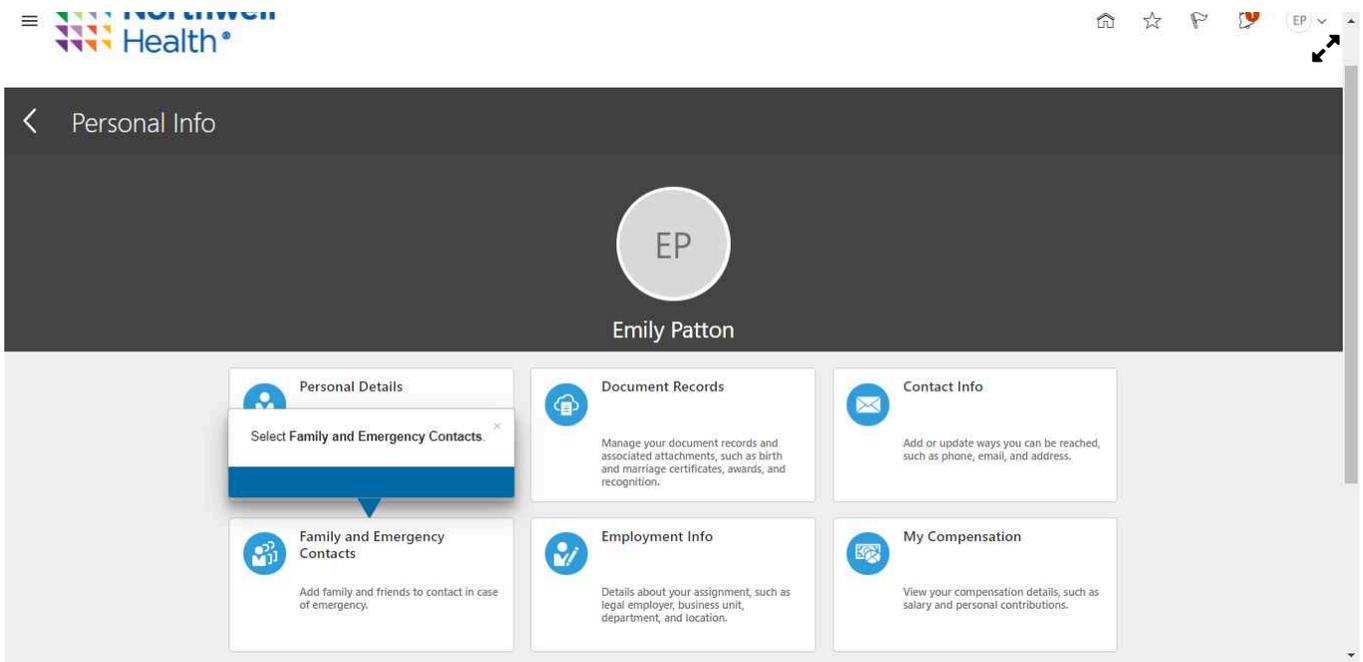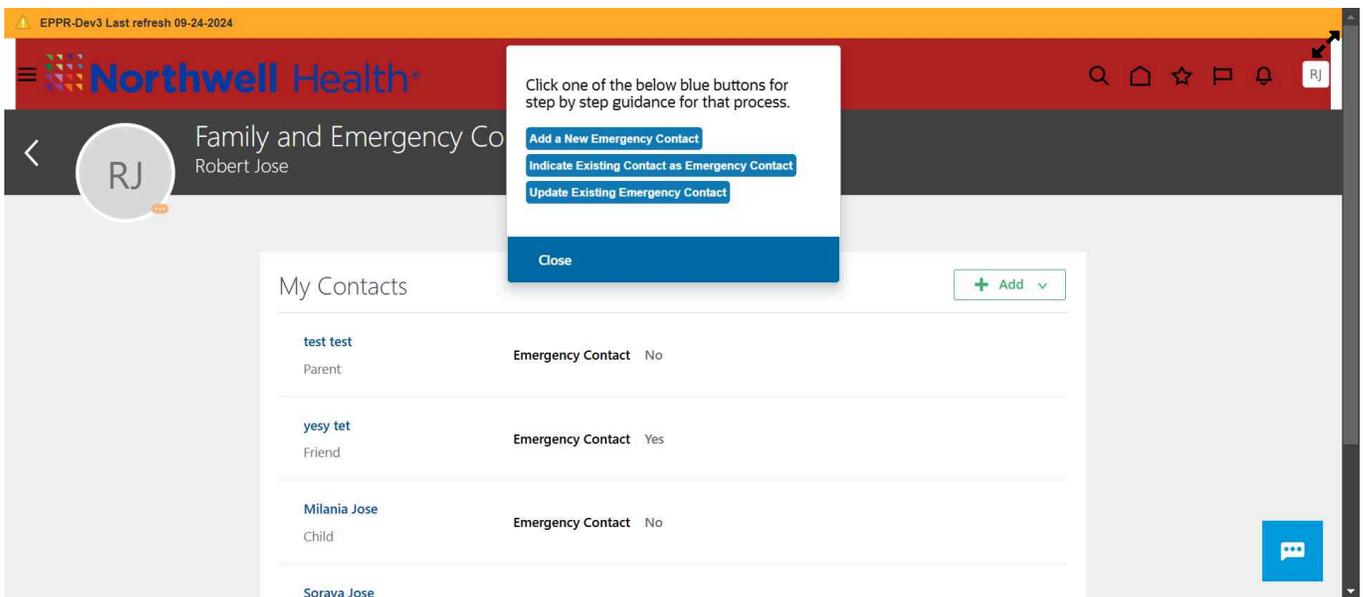
STEP 2

Select **Me**.

STEP 3

Select **Personal Information**.

STEP 4

Select **Family and Emergency Contacts**.
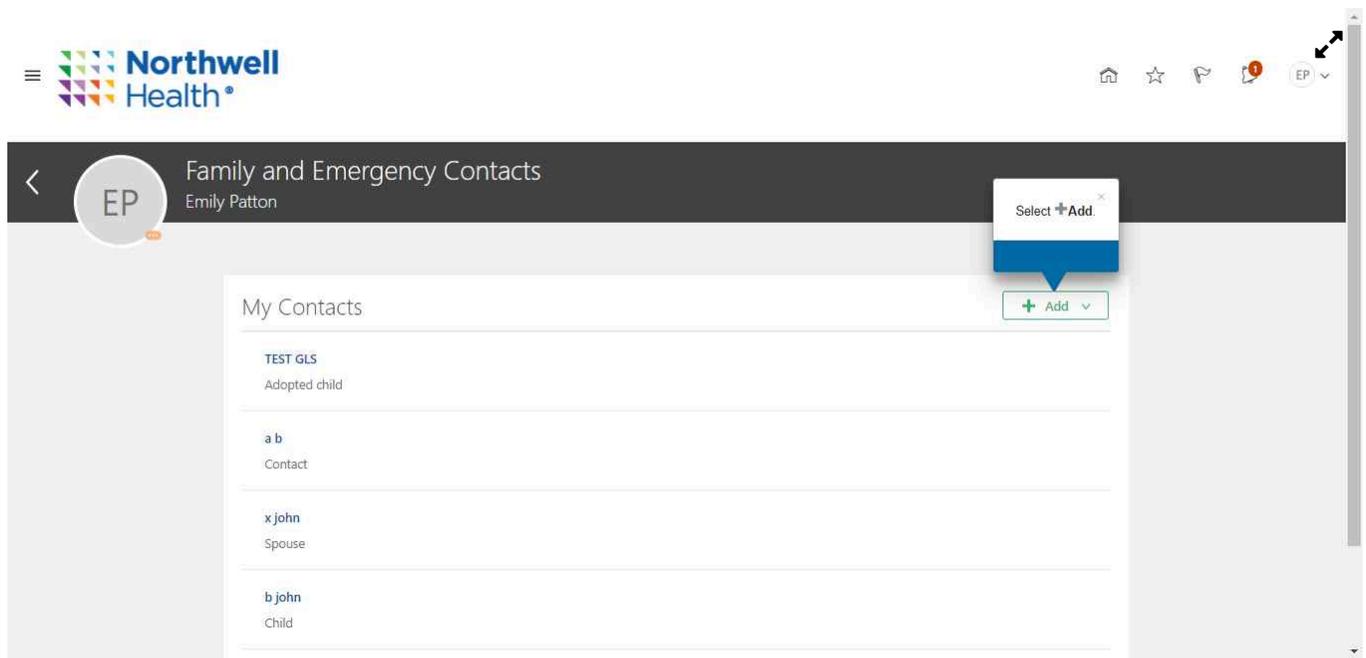
STEP 5

Click one of the below blue buttons for step by step guidance for that process.

Add a New Emergency Contact
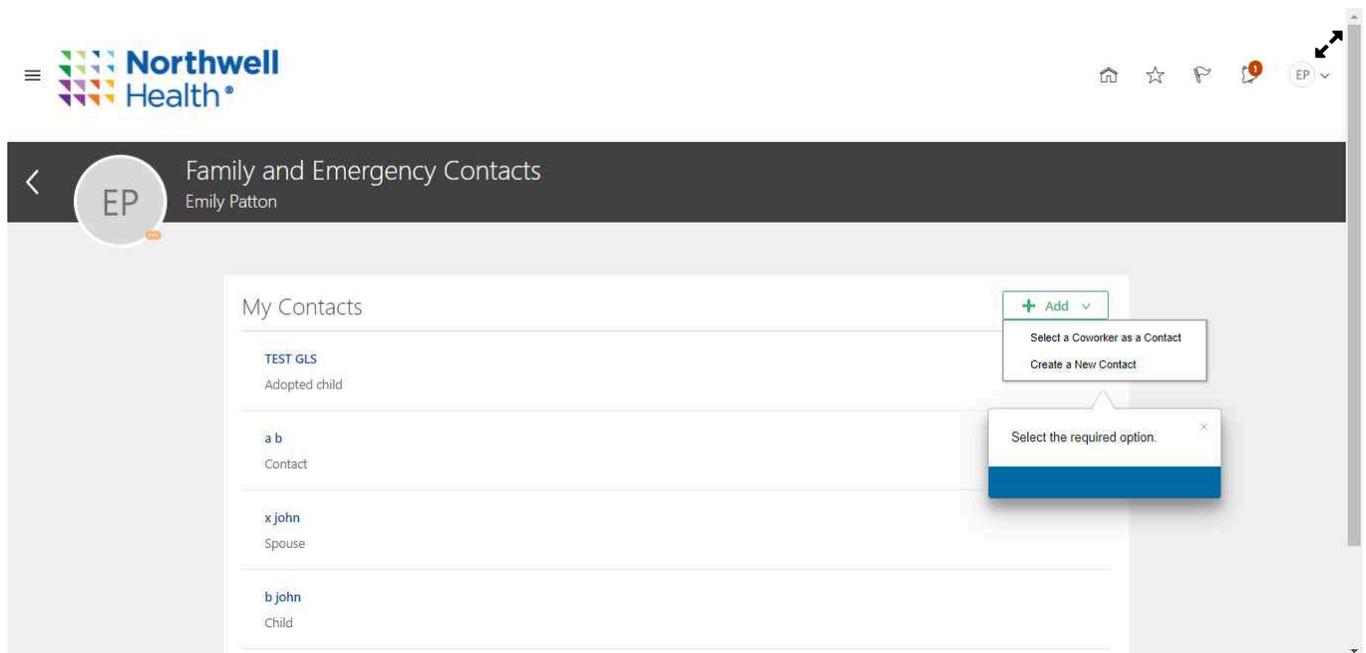**Indicate Existing Contact as Emergency Contact**
Update Existing Emergency Contact

STEP 6

Select ✚**Add**.

STEP 7

Select the required option.

Note: By Selecting a Coworker as a contact, they will receive a notification in system to approve this request.

STEP 8

Fill in the mandatory and pertinent fields under Basic Information and Communication (Address is optional).

Make sure to select the box indicating "*This person is an emergency contact*" found below the "Date of Birth" field.

Then, click Submit.

STEP 9

Fill in the mandatory and pertinent fields. Ensure that a **phone number** is added for this emergency contact.

Make sure to select the box indicating "***This person is an emergency contact***".

Then, click **Submit**.

Reminder: The selected Coworker will receive a notification in-system to approve this request.

STEP 10

This completes the guide.