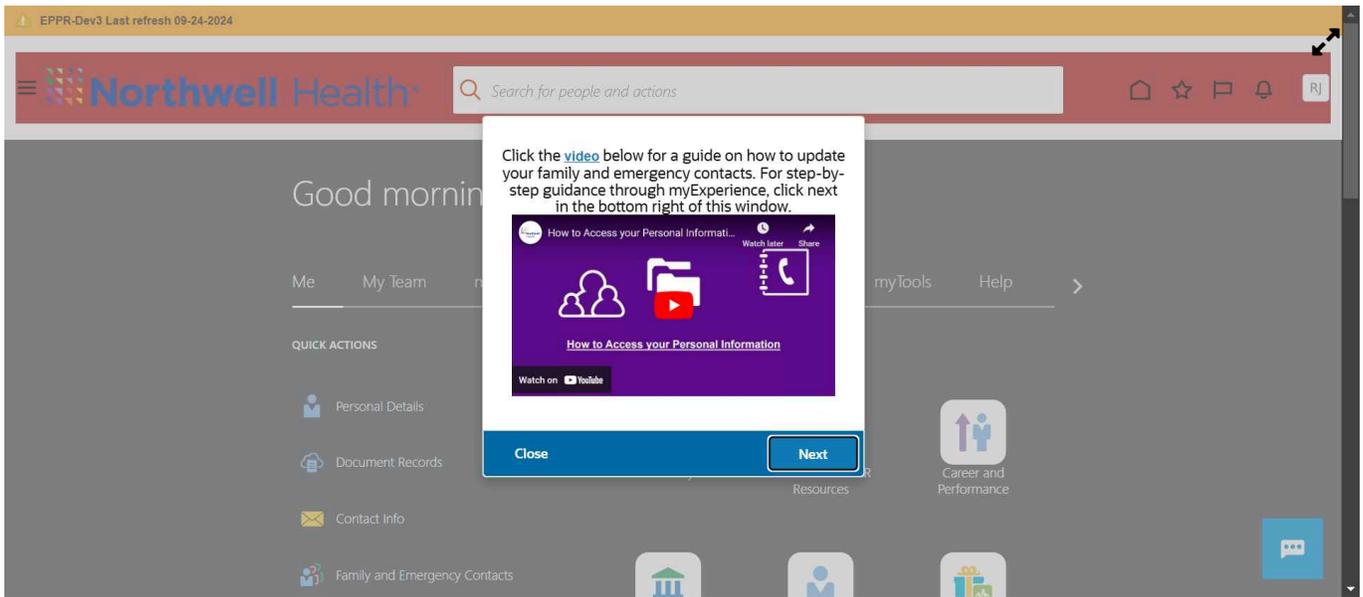


Manage Emergency Contacts

Last Updated: 12/03/2024 01:00 PM

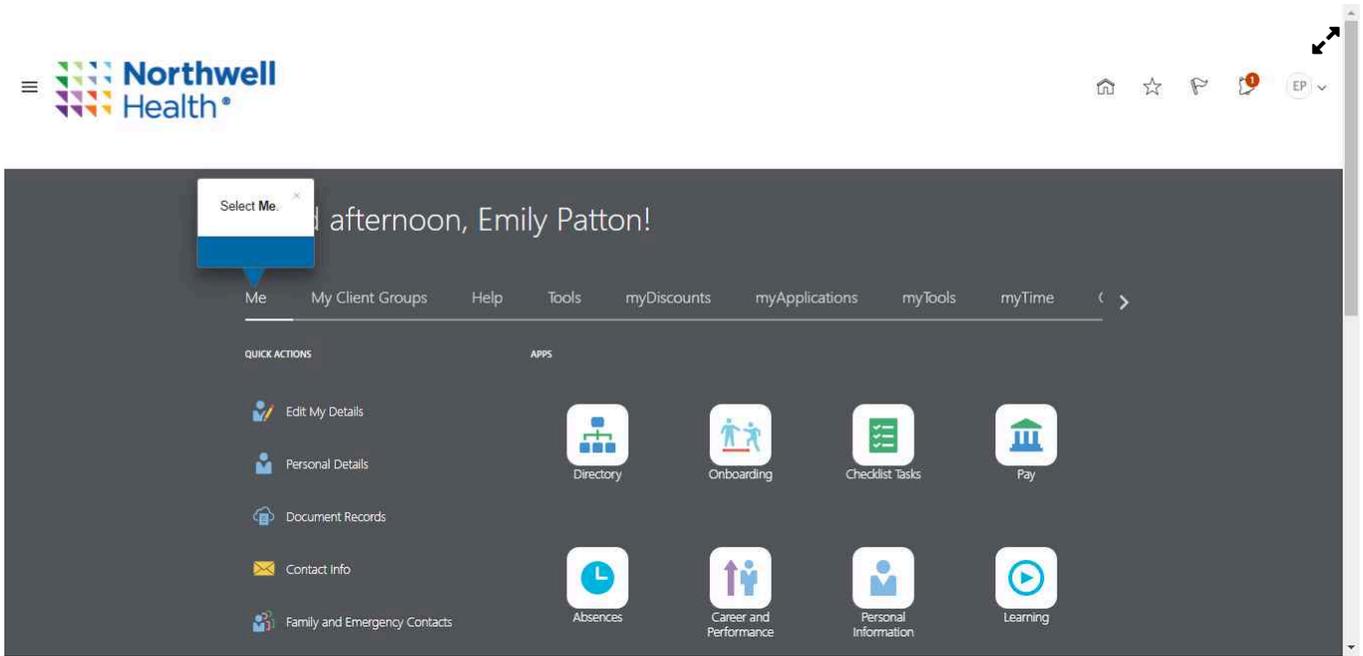
STEP 1



Click the [video](#) 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.

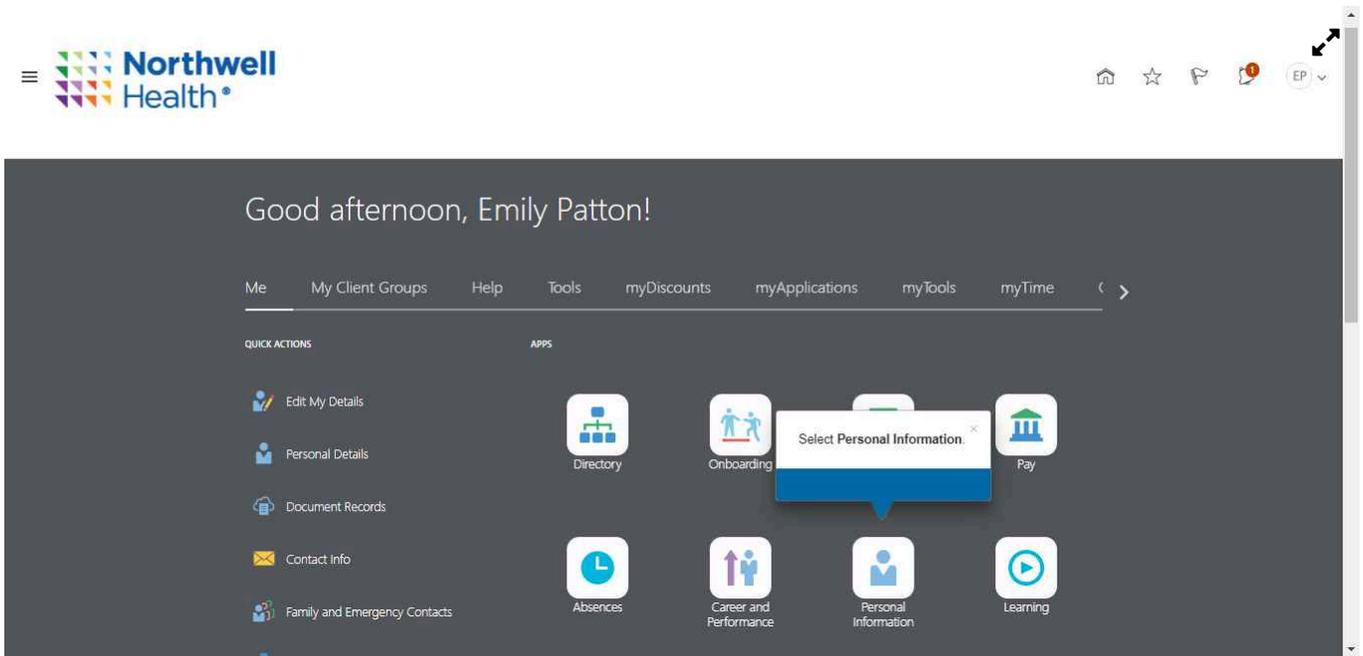


STEP 2



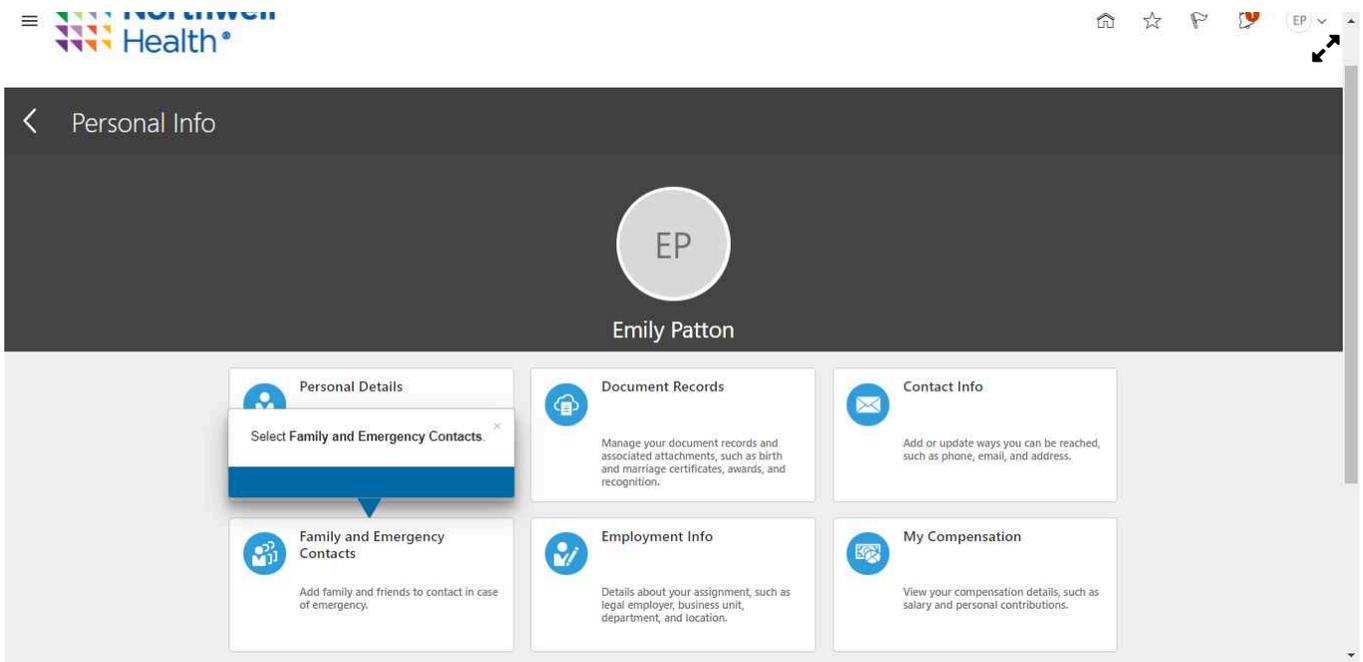
Select Me.

STEP 3



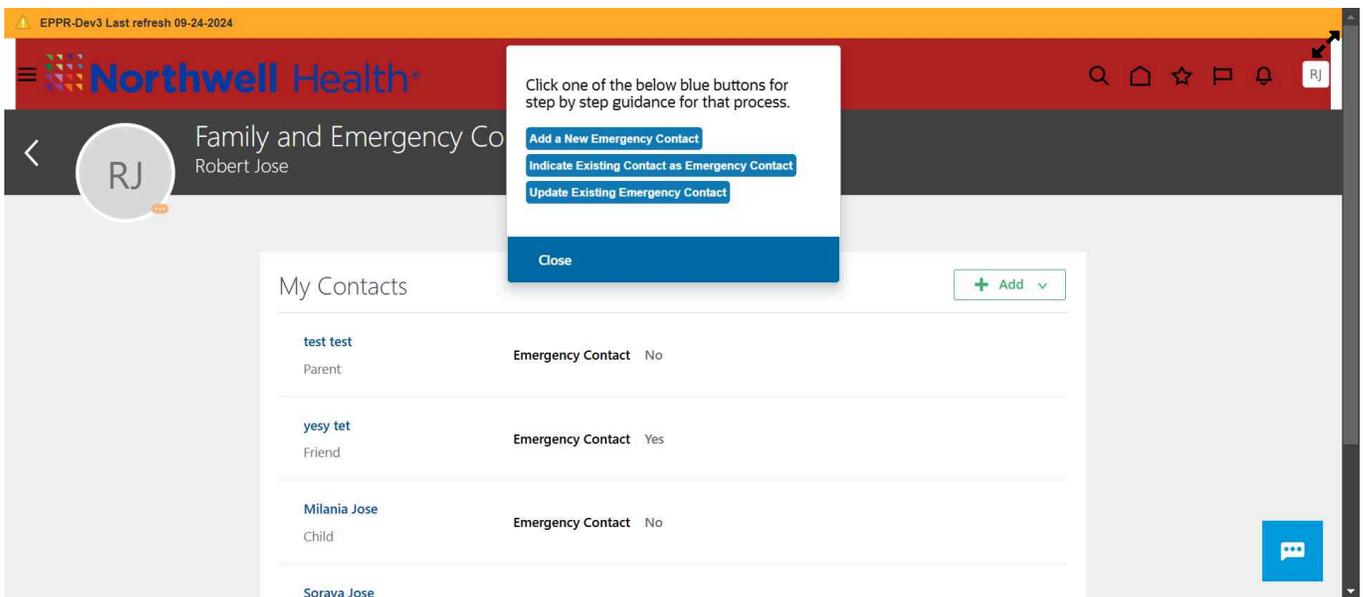
Select Personal Information.

STEP 4



Select Family and Emergency Contacts.

STEP 5



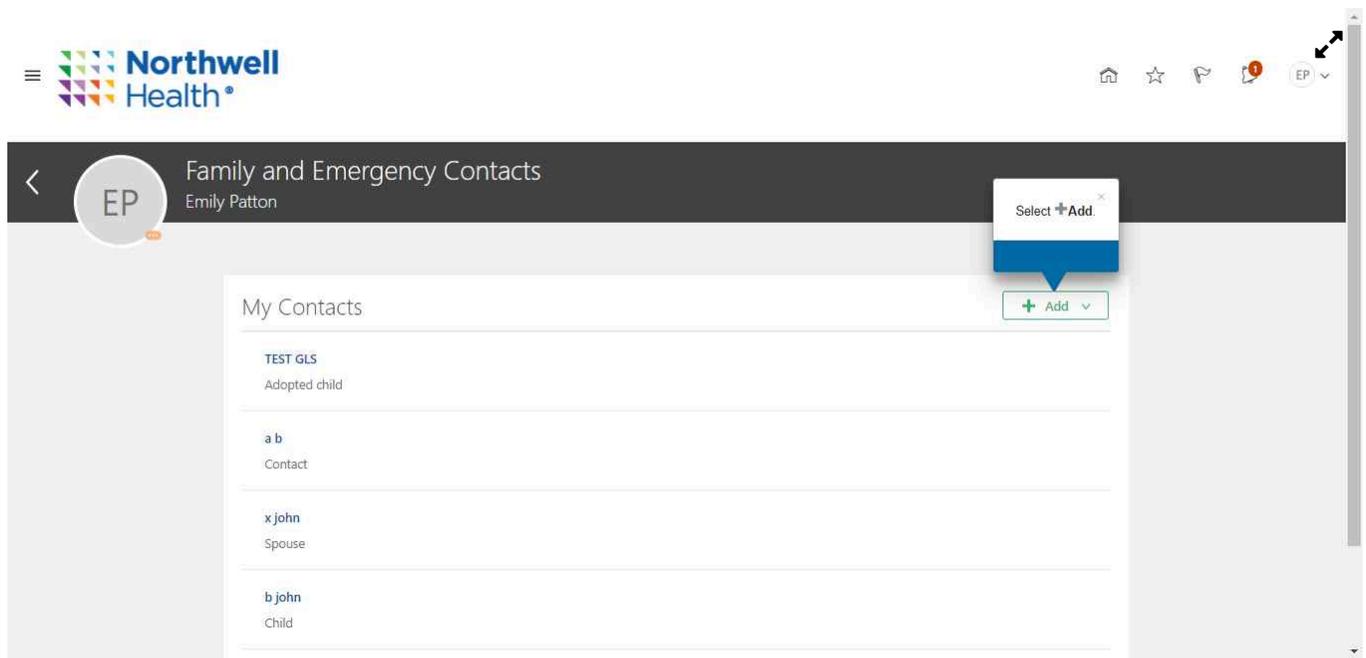
Click one of the below blue buttons for step by step guidance for that process.

Add a New Emergency Contact

Indicate Existing Contact as Emergency Contact

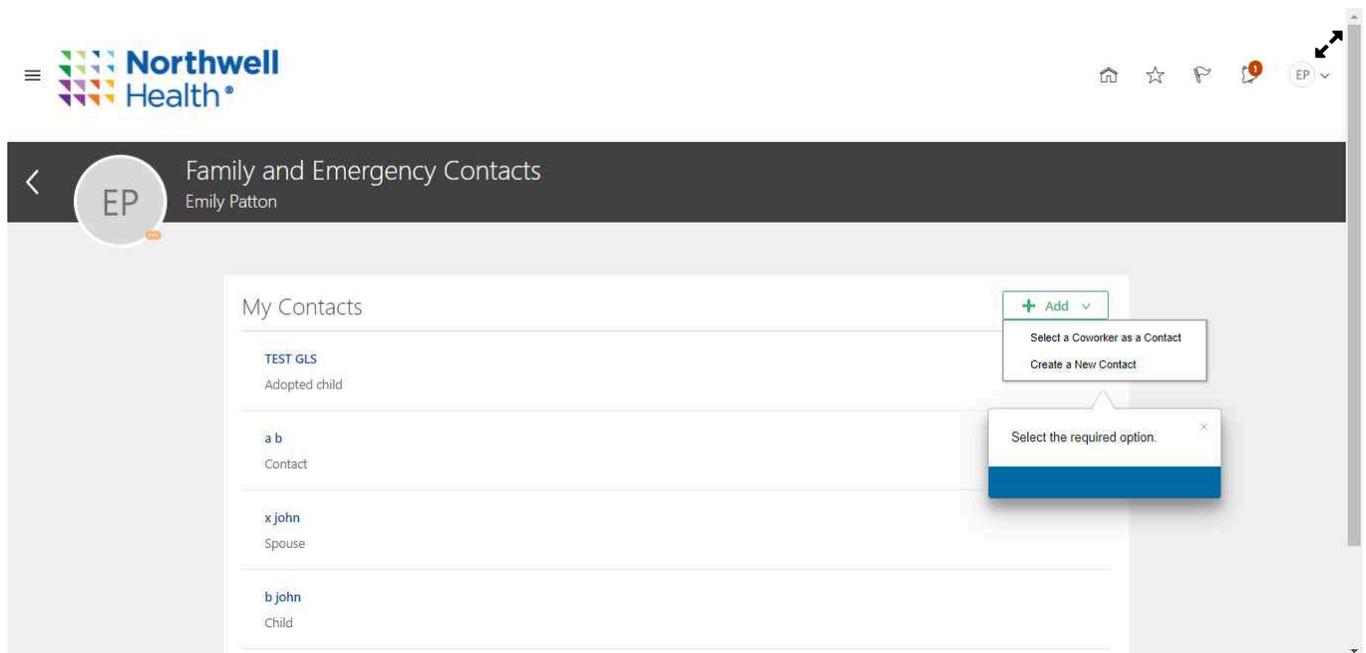
Update Existing Emergency Contact

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



New Contact

Fill in mandatory and pertinent fields, then select **Submit**.

Submit Cancel

Basic Information

*Last Name	Middle Name
<input type="text"/>	<input type="text"/>
*First Name	Honors
<input type="text"/>	<input type="text"/>
Title	Preferred Name
Select a value	<input type="text"/>
Prefix	Previous Last Name
<input type="text"/>	<input type="text"/>
Suffix	
<input type="text"/>	
*Relationship	Gender
Select a value	Select a value
*What's the start date of this relationship?	Date of Birth
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
	<input type="checkbox"/> This person is an emergency contact

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

Northwell Health

Select a Coworker as a Contact

Submit Cancel

Fill in Mandatory and pertinent fields, then select Submit.

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

Search Coworker

*What's the start date of this relationship?
12/21/2020

*Relationship
Select a value

*Search for a coworker to add as a contact
Select a value

This person is an emergency contact

Comments

Attachments

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

The screenshot shows the Northwell Health user interface for managing emergency contacts. At the top left is the Northwell Health logo. The top right contains navigation icons: home, star, magnifying glass, notification, and a user profile icon labeled 'EP'. Below this is a dark header bar with a back arrow, a circular profile icon with 'EP', and the text 'Family and Emergency Contacts' and 'Emily Patton'. The main content area is titled 'My Contacts' and features a '+ Add' button. A modal dialog box is centered on the screen with the text 'This completes the guide.' and a 'Done' button. The contact list includes:

- TEST GLS
Adopted child
- a b
Contact
- x john
Spouse
- b john
Child

This completes the guide.