

# Maintain Personal Information – Emergency Contacts

## Overview

The purpose of this process is to gather pertinent information regarding your emergency contact(s) including name and phone number(s) that may be used in the event of an emergency situation at work.

**Who Does This:** Employee

## Things to Know:

- It is recommended that you enter at least one emergency contact.
- At least one piece of contact information is required for each emergency contact.
- There are no approvals for this process. Please review to ensure your emergency contact(s)' information is entered correctly before submitting.



**Personal  
Information**

### Step 1

Choose the **Personal Information** worklet.

**Change**

Contact Information

Emergency Contacts

Photo

Legal Name

Preferred Name

### Step 2

Under Change, click **Emergency Contacts**.

## My Emergency Contacts

Actions

Add

3

No Emergency Contacts

OR

## My Emergency Contacts



Actions

Edit

3

1 item



Priority	Emergency Contact	Relationship	Preferred Language	Primary Contact Information
1	First Last	Spouse		+1 (303) 5555555

## Legal Name

Legal Name \*






### Step 3

Review your emergency contacts. If changes are needed, click **Add** or **Edit**

### Step 4

Use the pencil icon  to add/update the Legal Name of your Emergency Contact.

Note: You can update any information by clicking on the pencil icon  to the right of the section you wish to edit existing data.

<div>Legal Name</div> <div> <div>Name (empty)</div> <div> <div>←</div> <div>✓</div> </div> </div> <div> <div>Country *</div> <div></div> </div> <div> <div>Prefix</div> <div></div> </div> <div> <div>First Name *</div> <div></div> </div> <div> <div>Middle Name</div> <div></div> </div> <div> <div>Last Name *</div> <div></div> </div> <div> <div>Suffix</div> <div></div> </div>	<p><b>Step 5</b> Enter your information in any field with a red asterisk (*).</p> <p><b>Step 6</b> Use the check mark  to save your change for that section.</p>
<div>Relationship</div> <div> <div>Relationship *</div> <div> <div></div> <div>✎</div> </div> </div>	<p><b>Step 7</b> Use the pencil icon  to add/update the Relationship of your Emergency Contact.</p>
<div>Relationship</div> <div> <div>Relationship *</div> <div></div> </div> <div> <div>←</div> <div>✓</div> </div>	<p><b>Step 8</b> Enter your information in any field with a red asterisk (*).</p> <p><b>Step 9</b> Use the check mark  to save your change for that section.</p>

Primary Address

## Step 10

Click **Add** to enter a Primary Address for your Emergency Contact.

Note: You can add new information to any section by clicking **Add** in the section you wish to update.

Address

New Address

Country \*

Address Line 1 \*

Address Line 2

City \*

State \*

Postal Code \*

County

Type \*

X Home

## Step 11

Enter your information in any field with a red asterisk (\*).

## Step 12

Use the check mark  to save your change for that section.

Primary Phone

Add

13

## Step 13

Click **Add** to enter a Primary Phone Number for your Emergency Contact.

<p>Phone (empty)</p> <p>Phone Device *</p> <p>Country Phone Code</p> <p>Area Code</p> <p>Phone Number *</p> <p>Phone Extension</p> <p>Type *</p>	<p>15</p> <p>14</p> <p>14</p> <p>14</p> <p>14</p> <p>Step 14</p> <p>Enter your information in any field with a red asterisk (*).</p> <p>Step 15</p> <p>Use the check mark <input checked="" type="checkbox"/> to submit the change for that section.</p>
<p>Submit</p> <p>Save for Later</p> <p>Cancel</p>	<p>Step 16</p> <p>Click <b>Submit</b>.</p>

## FAQ's

**When will my emergency contact be contacted?** Your emergency contact may be contacted in the event of an emergency situation at work (i.e. severe illness or injury).

**Who has access to my emergency contact's information?** Your management chain and HR Business Partner have access to your emergency contact.