

How to Add/Update Emergency Contacts

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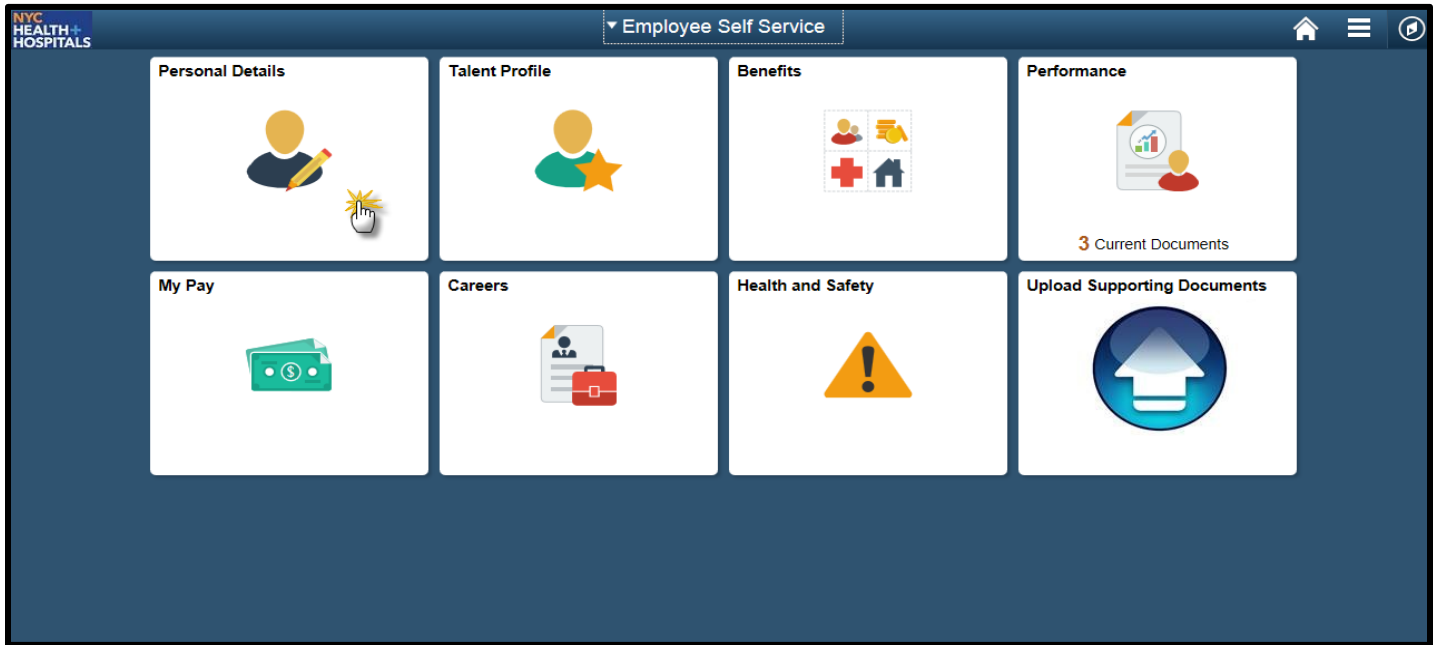
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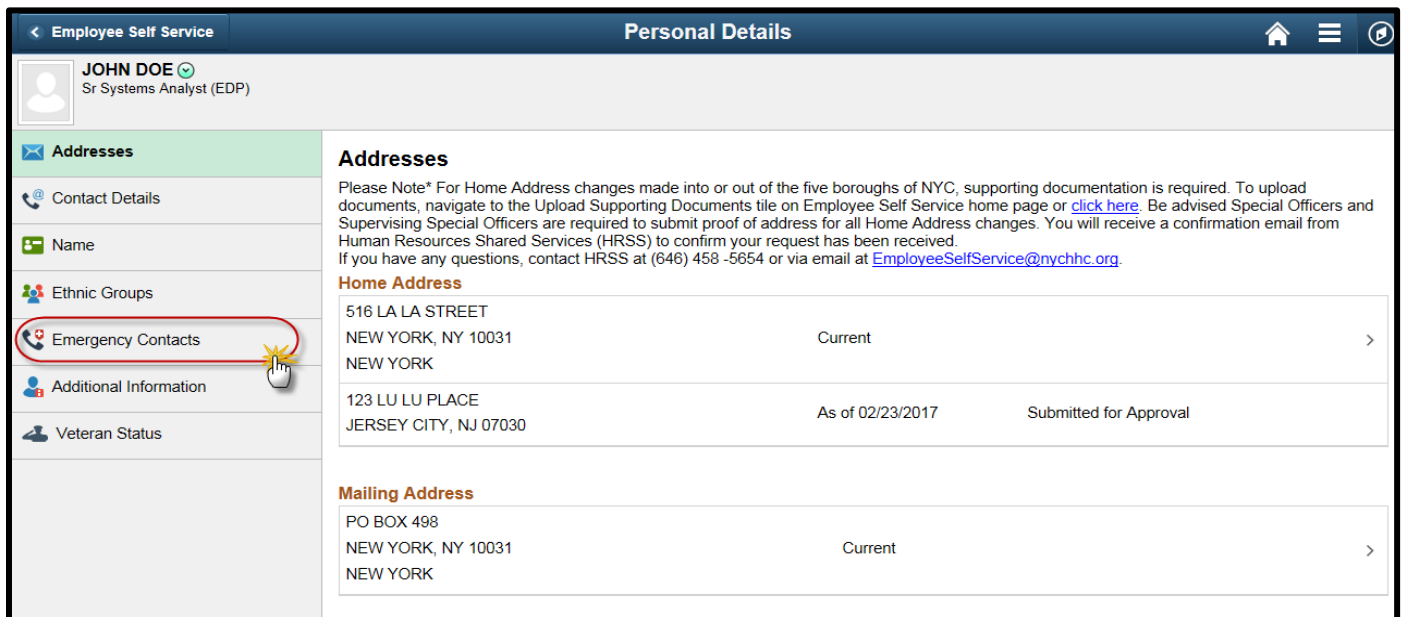
How to Add/Update Emergency Contacts

How to Add an Emergency Contact

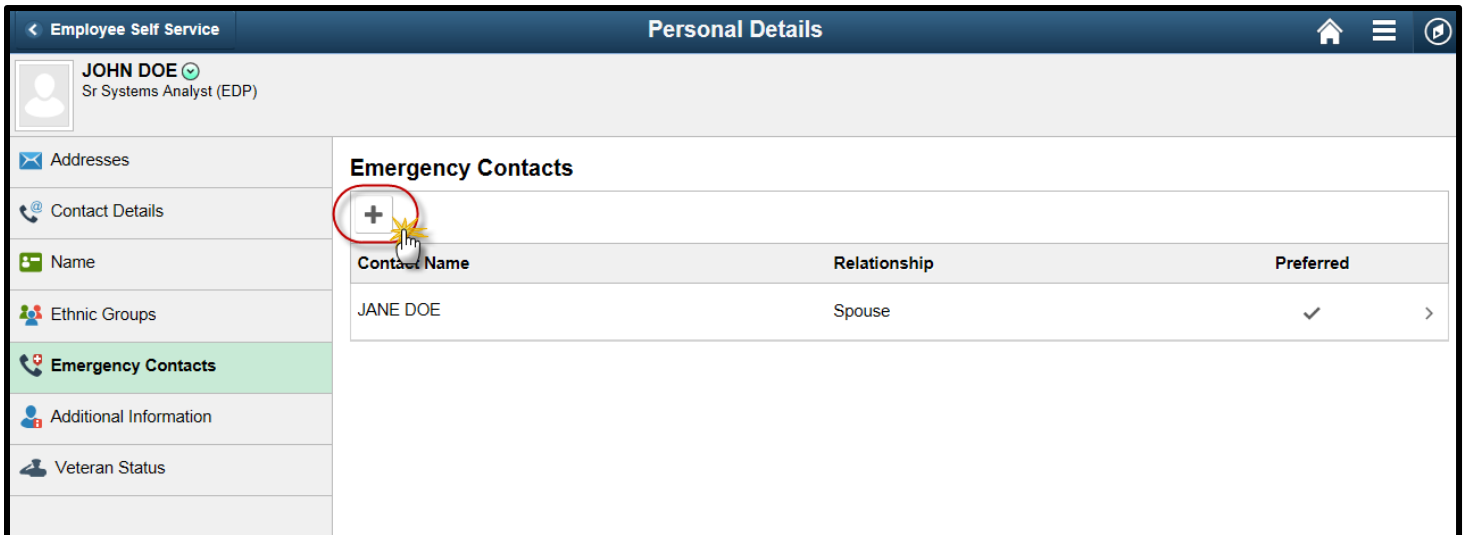
1. After successfully logging into **PeopleSoft**, Click on the **“Personal Details”** tile on your homepage.



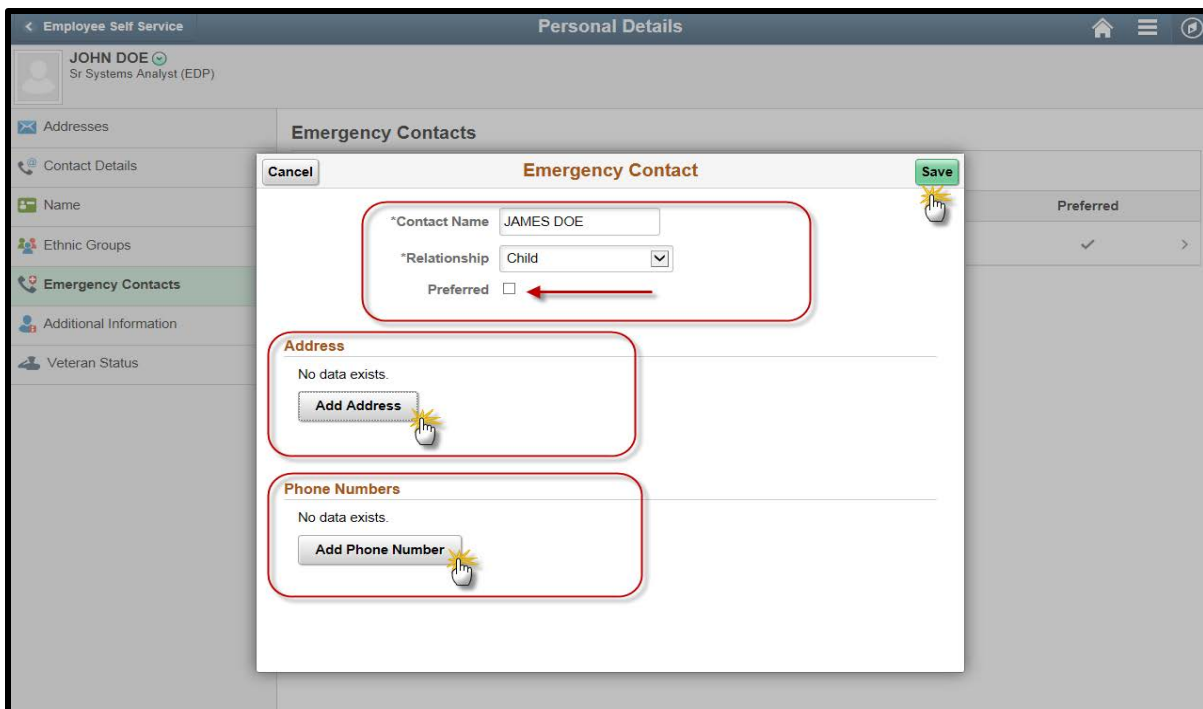
2. On the right side of the **“Personal Details”** page, click on the **“Emergency Contacts”** tab.



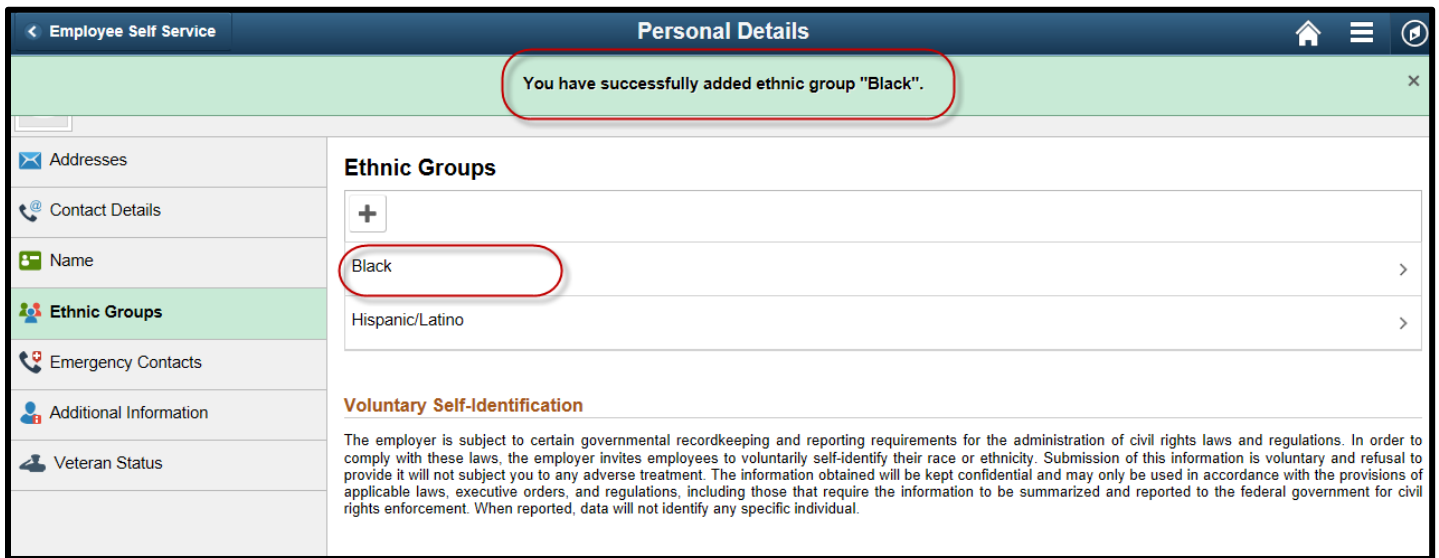
3. Click on the **Plus Sign** under **Emergency Contacts** to add a **new** Emergency Contact.



4. A Pop-Up window appears. Enter the **Contact Name** and their **Relationship** to you. You can also select if you wish to have them as your **Preferred** emergency contact. You may also include additional contact information. To add your emergency contact's address click **Add Address**. To add your emergency's contact's phone number click **Add Phone Number**. Click the green **Save** button once you are finished.



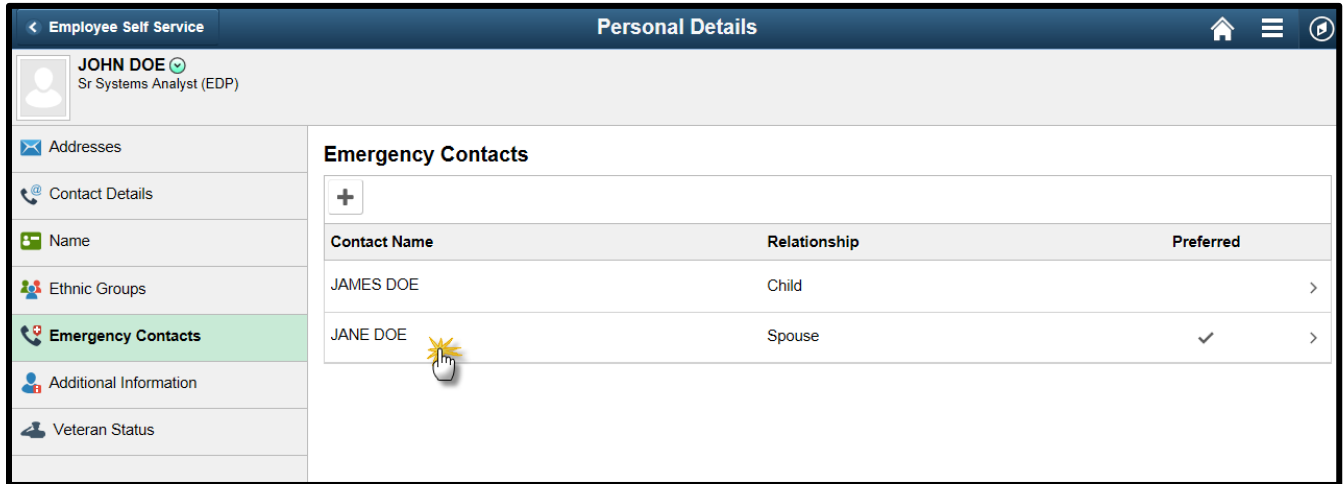
5. The “Emergency Contact “EmergencyContactNameHere” was successfully added.” Message appears on the top of your screen. The new emergency contact now appears under **Emergency Contacts**.



You have successfully added a new emergency contact!

How to Update an Emergency Contact

6. To **update** an existing emergency contact click on the **Contact Name** you wish to update under **Emergency Contacts**.



The screenshot shows the 'Employee Self Service' interface for 'JOHN DOE', Sr Systems Analyst (EDP). The 'Emergency Contacts' section is active, displaying a table with the following data:

| Contact Name | Relationship | Preferred |
|--------------|--------------|-----------|
| JAMES DOE | Child | > |
| JANE DOE | Spouse | ✓ > |

A mouse cursor is hovering over the name 'JANE DOE' in the table.

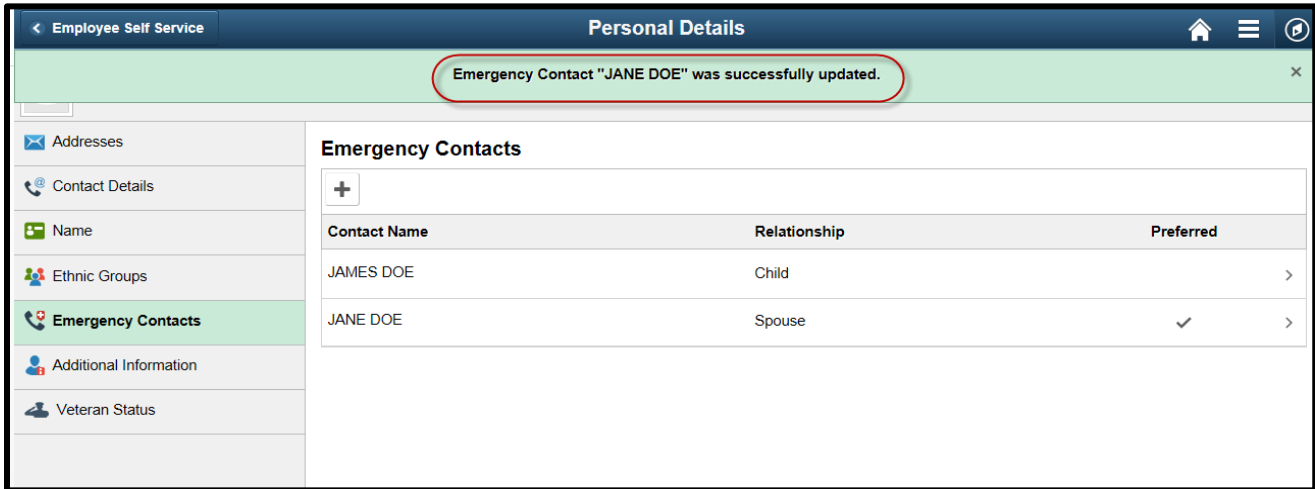
7. Choose the field you wish to **edit**. You can edit the **Name, Relationship, Address, or Phone Number**. You can also choose to delete the contact by selecting **Delete** on the bottom. Click the green **Save** button to save your changes. Please note, you must have at least one **Emergency Contact** on file.

The screenshot shows the 'Emergency Contact' form with the following details:

- Contact Name:** JANE DOE
- Relationship:** Spouse
- Preferred:**
- Address:** 123 LA LA AVENUE, NEW YORK, NY 10031
- Phone Numbers:**

| Phone | Extension | Type |
|--------------|-----------|------|
| 321/352-9987 | | None |

8. The “Emergency Contact “EmergencyContactNameHere” was successfully updated.” Message appears on the top of your screen. The updated appears under **Emergency Contacts**.



You have successfully updated your Emergency Contact!