

How to Add/Update Emergency Contacts

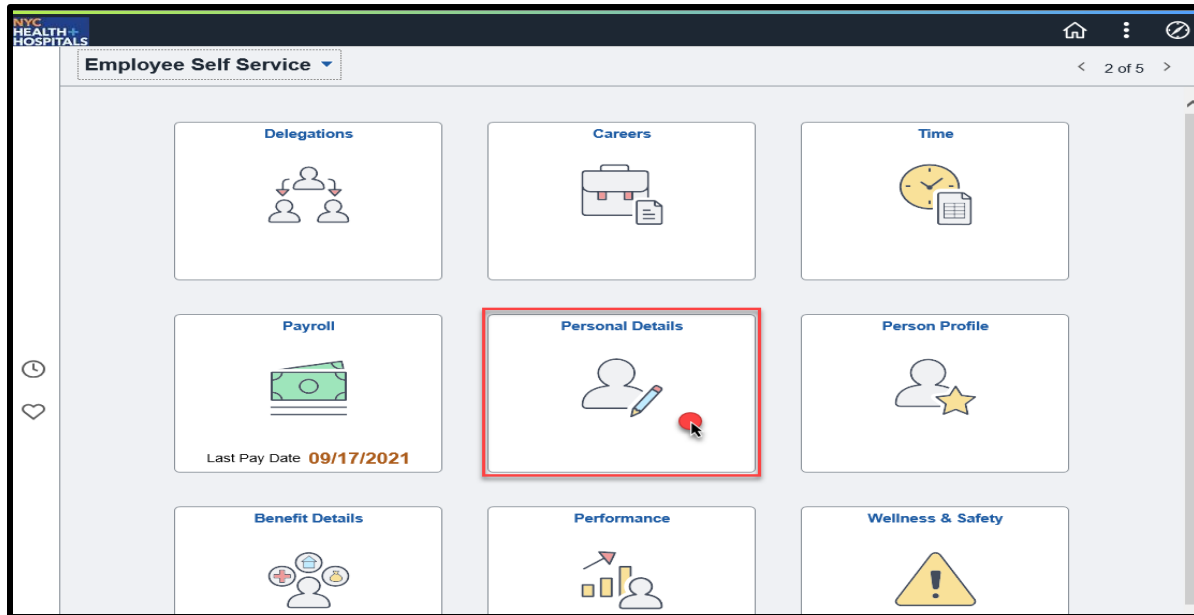
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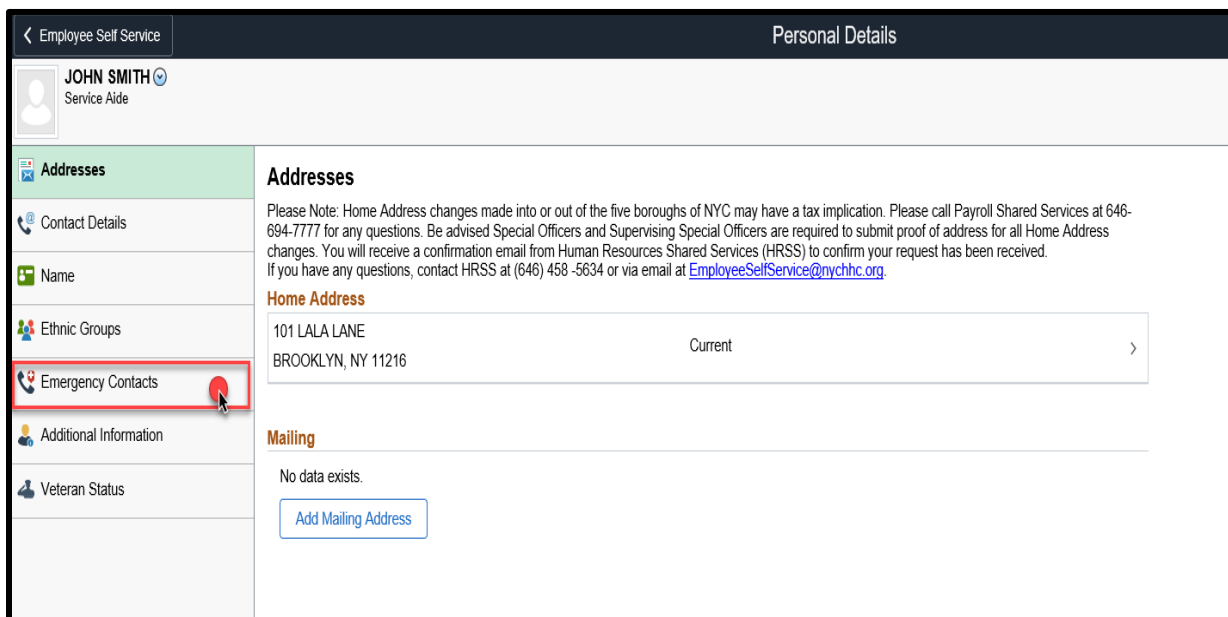
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How to Add an Emergency Contact

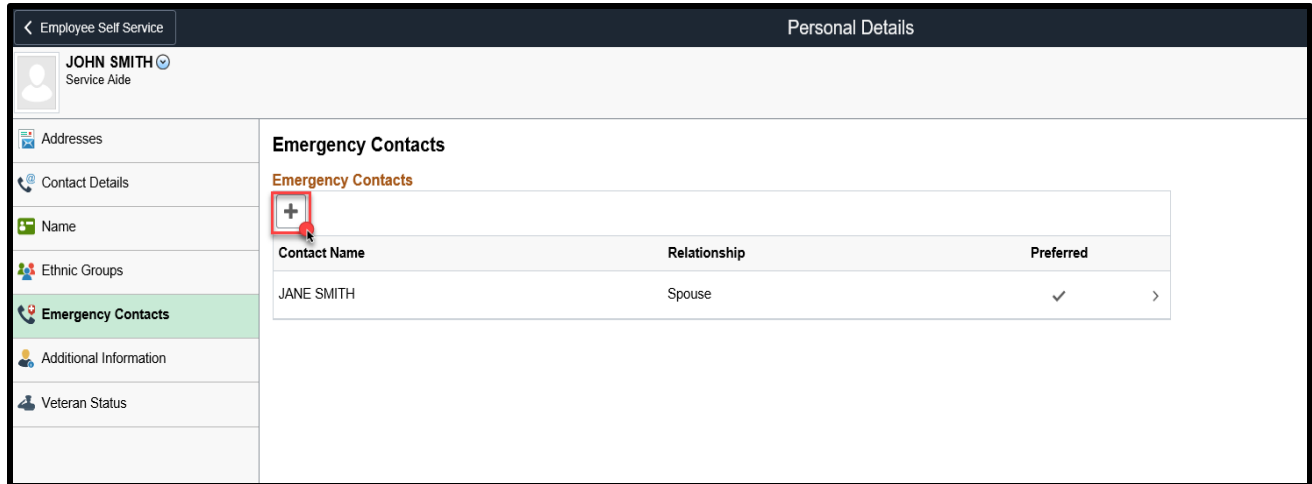
1. After successfully logging into PeopleSoft, click on the **Personal Details** tile.



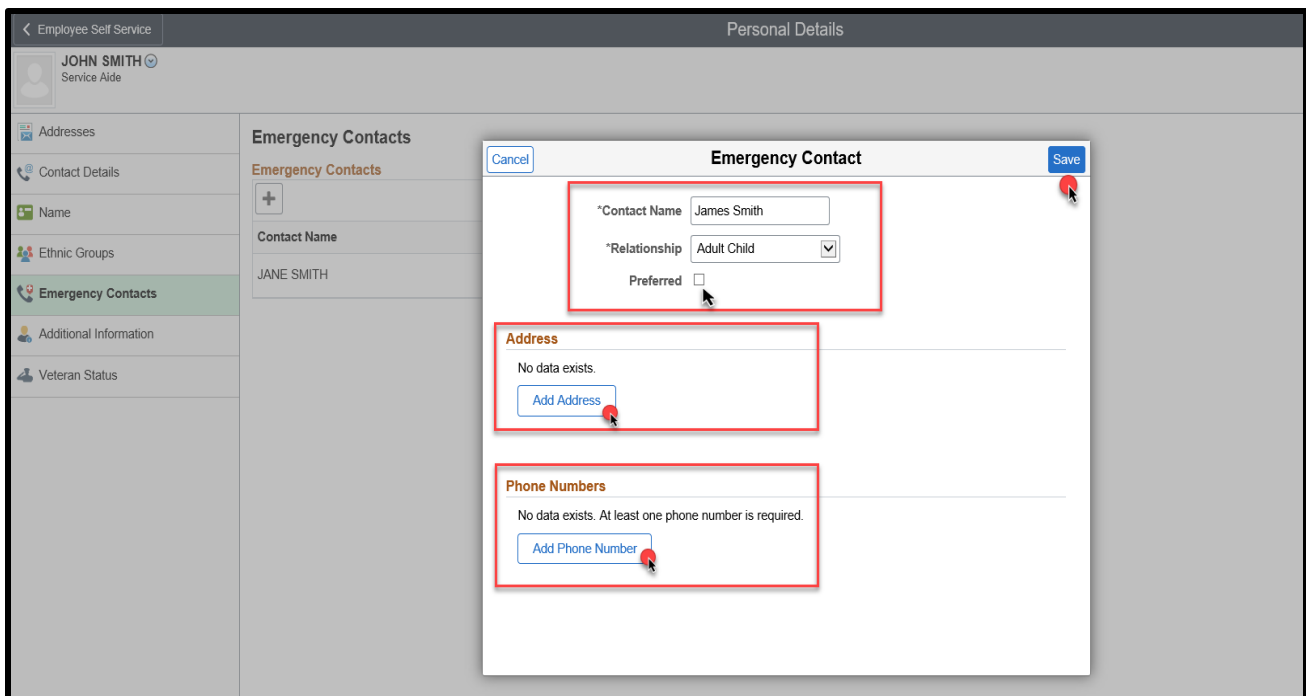
2. The **Personal Details** Page displays with your current information. Click the **“Emergency Contacts”** Tab on the left side of the page.



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 have the option to check **Preferred** as your emergency contact. To add your emergency contact's address, click **Add Address**. To add your emergency contact's phone number, click **Add Phone Number**. Click the **Save** button once you are finished.



5. The “Emergency Contact “Name” was successfully added.” The new emergency contact will now appear under **Emergency Contacts**.

The screenshot shows the 'Personal Details' page for John Smith, a Service Aide. The left sidebar contains navigation options: Addresses, Contact Details, Name, Ethnic Groups, Emergency Contacts (highlighted), Additional Information, and Veteran Status. The main content area is titled 'Emergency Contacts' and includes a '+ Add' button and a table of existing contacts.

Contact Name	Relationship	Preferred
JAMES SMITH	Adult Child	>
JANE SMITH	Spouse	✓ >

How to Update an Emergency Contact

1. 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 SMITH, Service Aide'. The 'Emergency Contacts' section is active, displaying a table with the following data:

Contact Name	Relationship	Preferred
JAMES SMITH	Adult Child	
JANE SMITH	Spouse	<input checked="" type="checkbox"/>

A red circle highlights the 'JANE SMITH' contact name in the table.

2. 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 **Save** button to save your changes. Please note, you must have at least one **Emergency Contact** on file.

The screenshot shows the 'Employee Self Service' interface for 'JOHN SMITH, Service Aide'. The 'Emergency Contacts' section is active. An 'Emergency Contact' modal form is open, showing the following fields:

- Contact Name:** JANE SMITH
- Relationship:** Spouse
- Preferred:**
- Address:** (Empty field)
- Phone Numbers:**

Phone	Extension	Type
212-200-3333		Home
- Delete:** (Button)

Red boxes highlight the 'Contact Name', 'Relationship', 'Address', 'Phone Numbers', and 'Delete' fields in the modal form.

3. The “Emergency Contact “Name” was successfully updated”. The update will appear under **Emergency Contacts**.

The screenshot shows the 'Employee Self Service' interface for 'JOHN SMITH', a Service Aide. The 'Personal Details' section is active, and the 'Emergency Contacts' tab is selected. A table lists two emergency contacts: JAMES SMITH (Adult Child) and JANE LEE SMITH (Spouse). The 'Preferred' column for JANE LEE SMITH has a checkmark, and the entire row is highlighted with a red border.

Contact Name	Relationship	Preferred
JAMES SMITH	Adult Child	>
JANE LEE SMITH	Spouse	✓ >