Navigate to: **Workforce Administration>Personal Information>Personal Relationships>Emergency Contact.** The following screen will appear. Behind EmplID change the “begins with” to “=” and enter the employee’s EmplID number. Click Search.
After you click search it will bring you to the Contact Address/Phone tab of Emergency Contact. The following page will appear.

- **Contact name**: Enter the name of a contact. (This example, Oscar Hhire3)
- **Relationship to Employee**: Click the drop down and select the appropriate value. (This example, Spouse).
- **Primary Contact**: Click the check box on if this contact is to be the primary contact.
- **Same Address as Employee**: Click on the check box if this contact has the same address as employee.
- **Same Phone as Employee**: Click on the check box if this contact has the same phone as employee.

If the primary contact has the same address and phone as the employee by clicking the check boxes, the address and phone will automatically populate from the employees Personal Data as in the example below.
If you need to add another contact, click on the + located to the right of Contact name. By clicking this, it will insert another row for you to add a second contact. You will now see 2 of 2 on the dark blue Emergency Contact bar as seen below.
Add the second contact in the same way. Add Phone number at this time. If the contact does not have the same address as the employee, click the Edit Address link in the Contact Address box.
The following screen will appear.
Fill in address fields and click OK. This will take you back to the Contact Address/Phone Tab. Verify information is correct.
If you need to enter additional phone numbers, such as cell phones, for each contact, click on the Other Phone Numbers tab. The following page will appear.
Notice there are two rows on the Emergency Contact bar. You can click on the left and right blue arrows on the dark blue Emergency Contact bar to get the contact you are trying to add another phone number to, or click on view all and you will see both contacts.

- **Phone type**: Click on the drop down and select appropriate value
- **Phone**: Enter phone number
- If you need to add a third number to your contact, click the \( + \) in the Other Phone Numbers for Emergency Contact box to add another row. Then again, enter the phone type and phone number.
- **Click SAVE**
You have successfully updated an Emergency Contact.