Program agenda

Family and Emergency contacts
Add Family and Emergency contacts

- Once the employee signs in, the home page will be displayed.
- Click on the **Me** tab and then click on **Personal Information** icon.

  ![User Interface Screenshot]

- Click on **Family and Emergency Contacts** card.
Add Family and Emergency contacts

- Click on Add to add a contact or click on Contact Name under My Contact to edit.
- Upon clicking on the Add tab, select Create a New Contact from the drop down menu. If the contact information belongs to an employee, then select Select a Coworker as a Contact.

- Enter the details in the Basic Information section.
- Enter other relevant fields.
Add Family and Emergency contacts

- Scroll down to Communication section and Address section.
- Enter the details.

- Once done, scroll up and click on the Submit button. Once submitted, this update will go for approval to the ER team.
Update Family and Emergency contacts

- Click on Contact Name under My Contact to edit.
- There will be various sections to edit.
- Each section will have a Pencil icon to edit.
Update Family and Emergency contacts

- Some of the sections will be **Collapsed**. Click on the arrow to expand.
- Click on the **Pencil icon** to edit if any data exist or Click on **Add** button to enter data.

- To update the contact information of a beneficiary, click on **Pencil icon** under **Relationship** section.
- Enter the details.
- Once done, scroll up and click on **Submit** button. Once submitted this will go for approval to ER team.