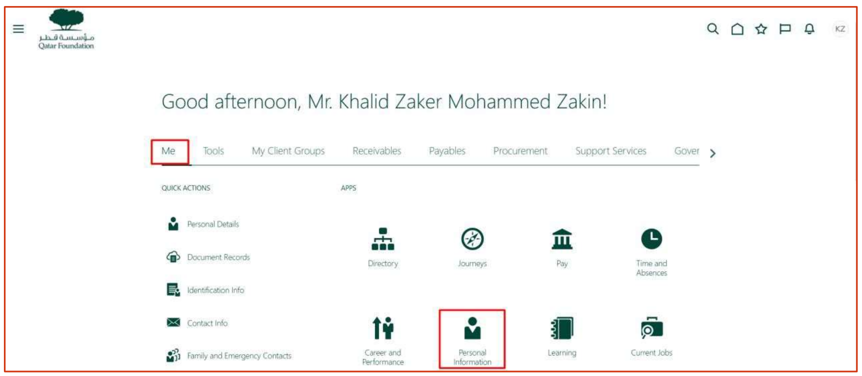
Program agenda

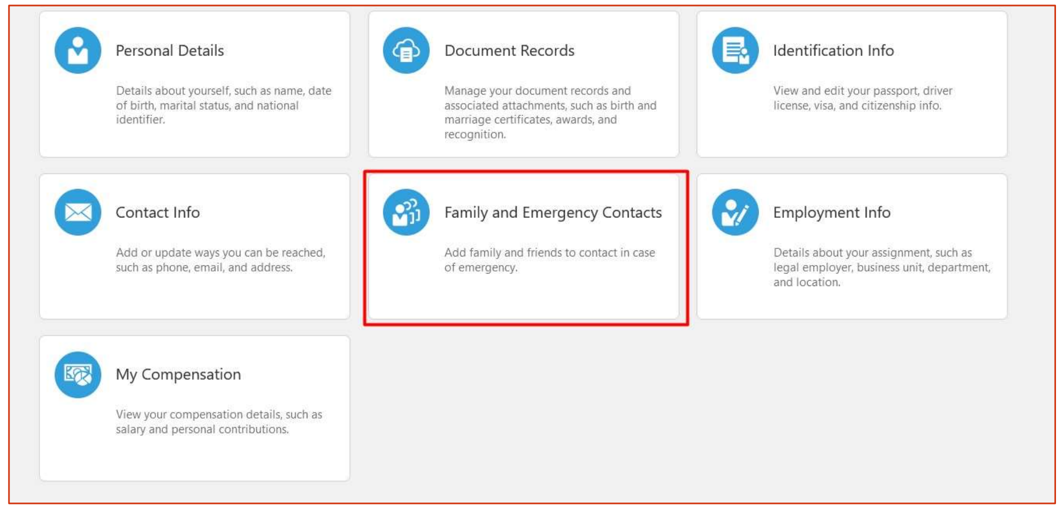
Family and Emergency contacts

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.

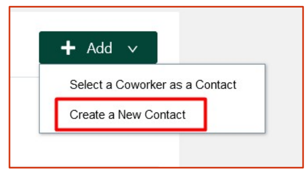


- Click on **Family and Emergency Contacts** card.

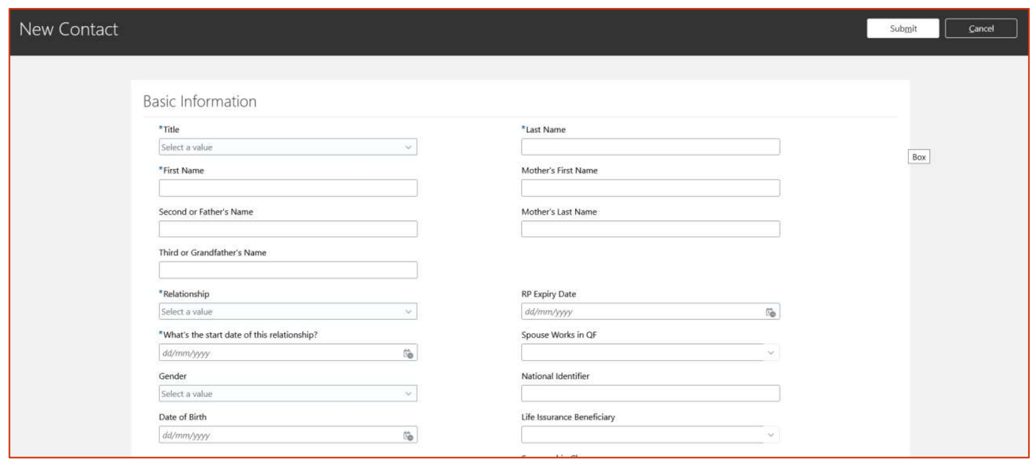


Add Family and Emergency contacts

- 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.

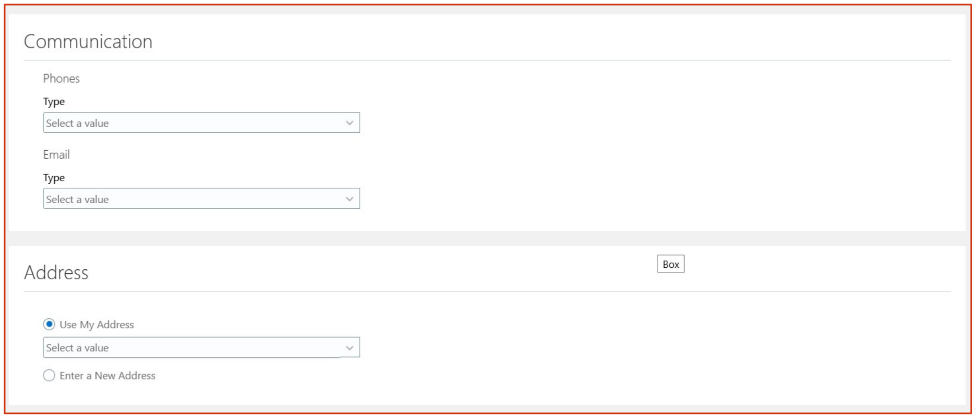


- Enter the details in the **Basic Information** section.
- Enter other relevant fields.



Add Family and Emergency contacts

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

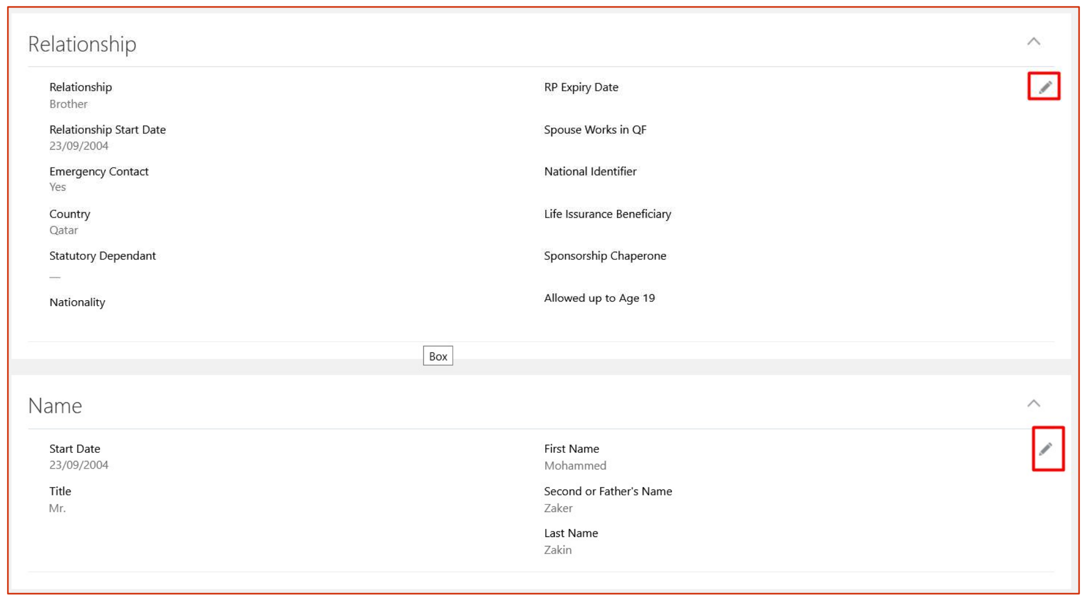


- Once done, scroll up and click on the **Submit** button. Once submitted, this update will go for approval to the ER team.

Update Family and Emergency contacts

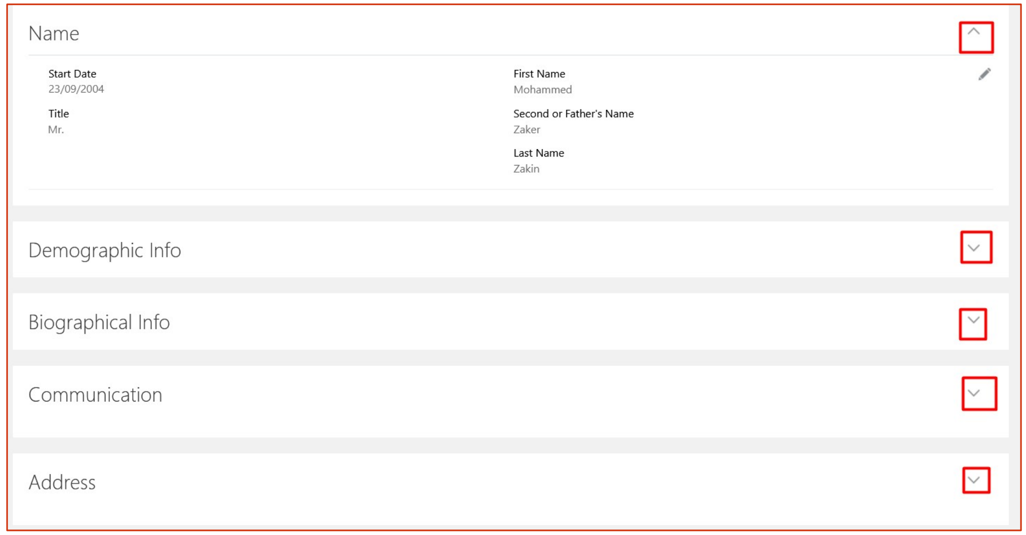
- Click on **Contact Name** under My Contact to edit.

- 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.