

## Managing your Emergency Contacts

Use the **Emergency Contacts** page to review a summary of your emergency contacts. You are able to edit, change, delete and add to your emergency contact information.

### Procedure

To make any updates to your emergency contact information, you need to navigate to the **Emergency Contacts** page.



Click the **Personal Details** Tile.

Click the **Emergency Contacts** Link on the left side of the page.

You will now be on the **Emergency Contacts** page.

## Section 1: Add an Emergency Contact:

To add an **Emergency Contact**, click the Plus Icon on below the "Emergency Contacts" Title.

Emergency Contacts



You will now be on the **Emergency Contact Detail** page shown below.

Enter the emergency contact information fields. Once you have completed your input,

click the **Save** button.



**Cancel** **Emergency Contact** **Save**

\*Contact Name

\*Relationship

Preferred

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**Address**

No data exists.

**Add Address**

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**Phone Numbers**

No data exists.

**Add Phone Number**

## **Section 2: Change an Emergency Primary Contact:**

If you have only one emergency contact and would like a different emergency primary contact, you must first add an additional **Emergency Contact**. See **Section 1** to add the contact and then return to this section.

Navigate to the **Emergency Contacts** page. Click the right arrow on each contact to edit the contact information. You can add phone numbers, edit addresses and phone numbers, and edit names and relationship status.

To edit the "Preferred" Contact, check the "Preferred" box.

### Section 3: Delete an Emergency Primary Contact:

Before you can delete an existing **Emergency Primary Contact**, you must have additional **Emergency Contacts** and have one of those contacts designated as the **Emergency Primary Contact**. See **Section 1** to add a contact if needed and **Section 2** to change the primary contact.

Once the **Emergency Contact** you want to delete has been removed as the **Emergency Primary Contact**, you are able to delete them by clicking on the delete button  next to their name.

You will be prompted to confirm you want to delete the emergency contact. Click the Yes to delete contact.

#### **Section 4: Change Emergency Contact Information:**

To change an **Emergency Contact's** information, click the right arrow to edit information on that page.

You will now be on the **Emergency Contact Detail** page shown below. Make the required changes and once you have completed your updates, click the Save button.

