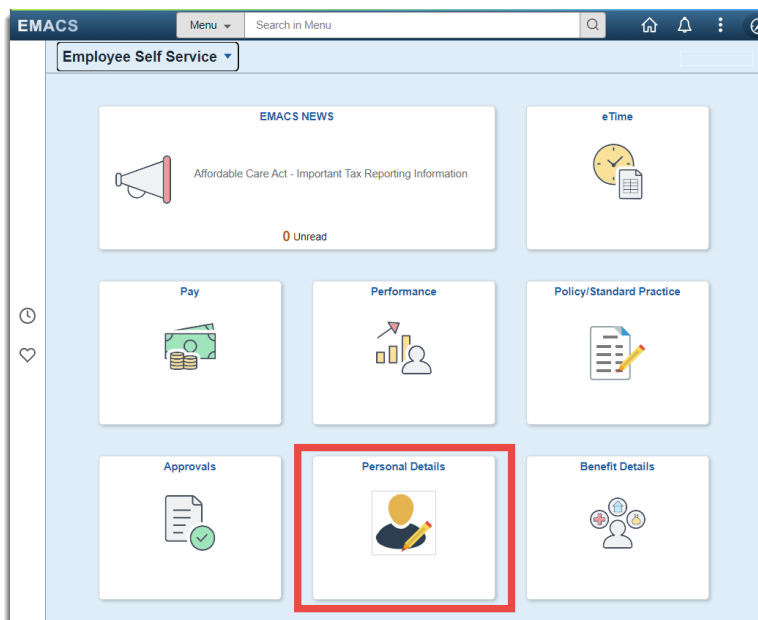## Overview

You have the ability to add and update your emergency contacts in EMACS. You may list multiple individuals to contact in the event of an emergency. Employees can add, update, change or delete their Emergency Contacts.
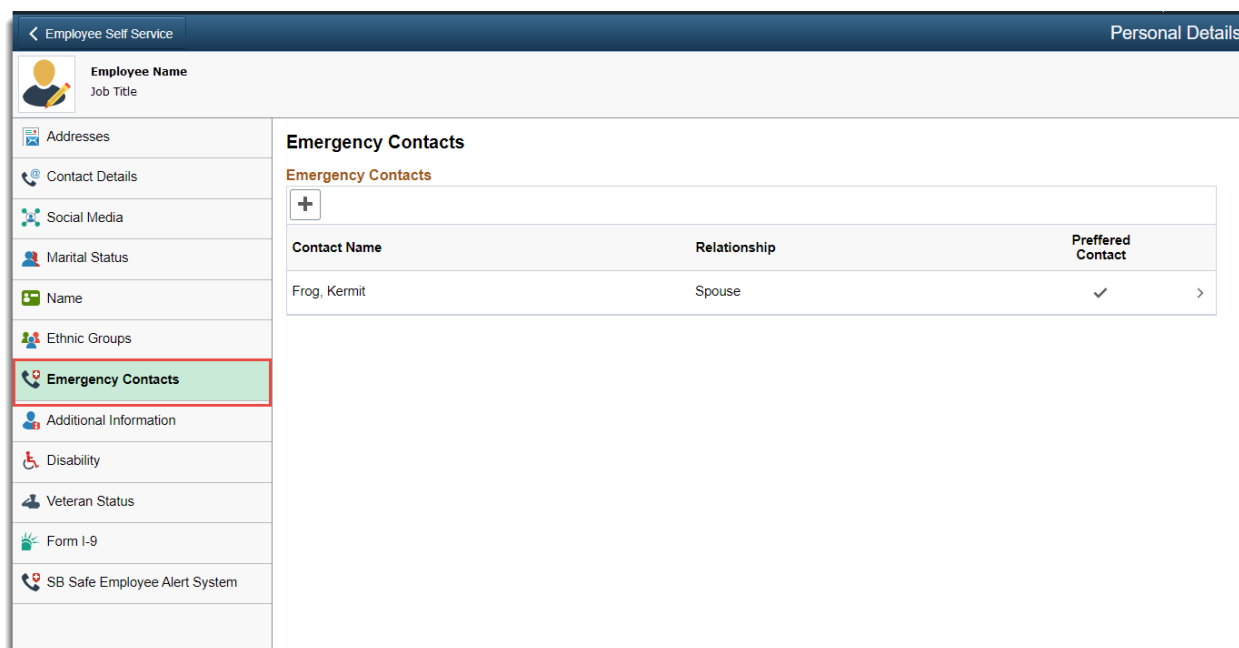
Navigation

Employee Self Service Homepage> Personal Details Tile
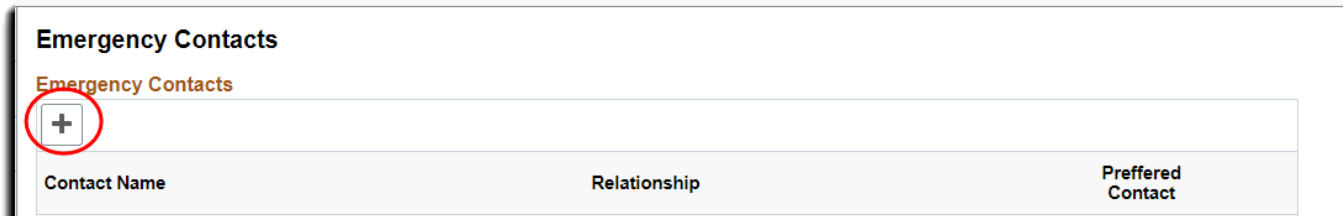
Click on the **Personal Details** tile.

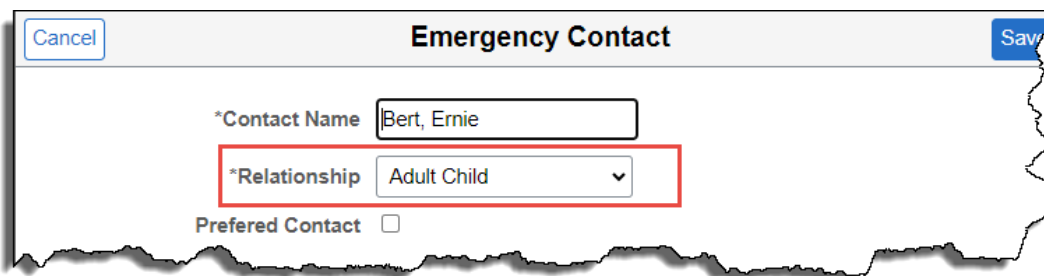On the left hand side menu, you will select **Emergency Contacts**.

Add an Emergency Contact:

1. **Click** on '**+**'. This will open a small window to the Emergency Contact Detail page.

2. **Emergency Contact Detail page**: Here you can add or update the Contact Name, Relationship to Employee, Change Country, Edit Address, and update and Add Other Telephone Numbers.

3. **Enter the 'Contact Name' and 'Relationship'** in the designated fields. The 'Relationship' field is required.

4. **Complete the 'Address' Section:**

   a. **Same Address**: If your emergency contact has the same address as you, click on the box to indicate this. After the address displays, determine if the address type should be 'Home' or 'Mailing' and select the correct type from the drop down menu.

   b. **Different Address than Employee**: If your emergency contact's address is different than yours, leave the boxed unchecked and proceed to edit the address fields as shown below.

   c. **Address 1**: This line is limited to 30 characters. If the address exceeds 30 characters, enter the additional information on address line 2 and if necessary line 3.

   d. **Address 2 and 3**: These lines are limited to 30 characters each.

   e. **City, State and Postal:** Enter the City and State for your contact's address. **Postal:** The last 4 digits are optional. **County**: This field is also optional.

5. Complete the 'Telephone' Section: Select a Phone Type from the drop down menu and enter the phone number. You have the option of selecting the box 'Same phone as mine' if your contact shares your phone number.

6. Save. When you have made all your updates, click Done and then Save.

Edit an Emergency Contact:

1. **Click** on '**>**'. This will open the Emergency Contact Detail page

2. Follow the instructions for **Add an Emergency Contact** changing the existing information as necessary.

Delete an Emergency Contact:
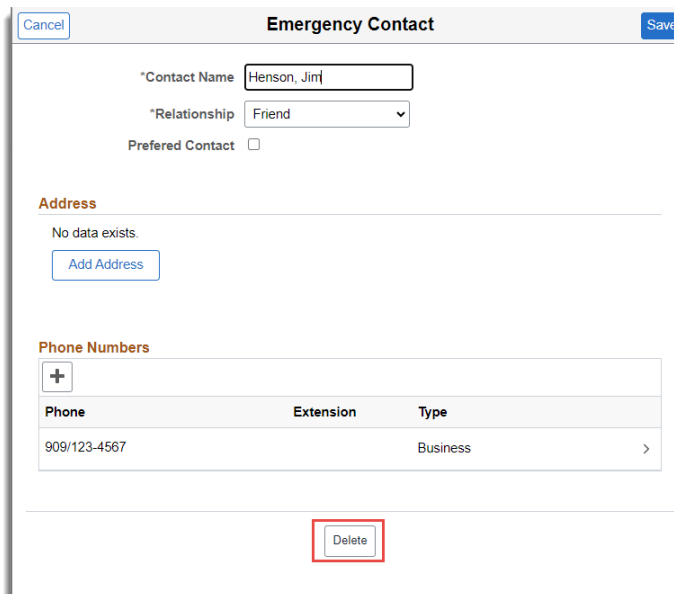
1. **Click** on '**>**' of the contact you wish to delete. This will open the Emergency Contact Detail page
2. Click Delete then Save.

3. Click either **'Yes - Delete'** or **'No - Do Not Delete'**.

Change the Primary Contact:

1. **Primary Contact**: Click on the Contact you wish to designate as the primary.
2. Select the box '**Preferred Contac**t' and then click 'Save'.

Note: There must always be a designated preferred contact. If you wish to delete the preferred contact from your list, you must first select another contact as preferred before proceeding with the deletion.

ISD Help Desk Contact Information: (909)-844-4884