1. Select **Me** to display your employee functions

2. Click **Family and Emergency Contacts**

3. Click **Add**

4. Choose:
   Select a Coworker as a Contact
   or
   Create a New Contact

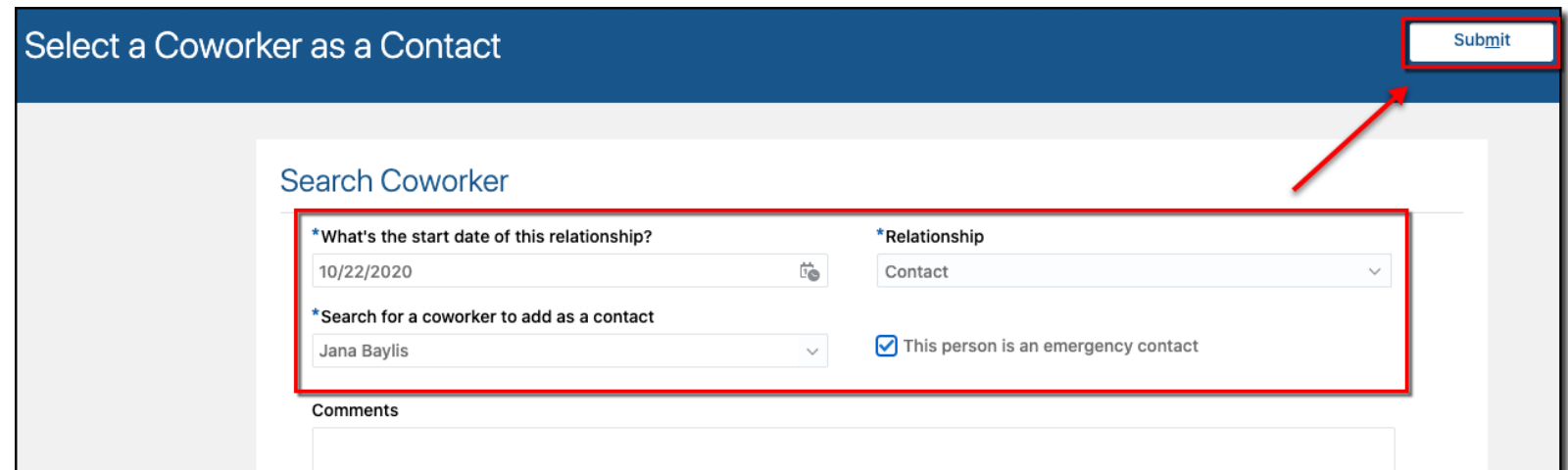## Family and Emergency Contacts
Arya S Stark

My Contacts

Phil Stark
Child

+ Add ⌄

Select a Coworker as a Contact

Create a New Contact

Select Coworker as a Contact

5. Enter the Coworker details as it pertains to you

6. Click **Submit**

Select a Coworker as a Contact | Submit

Search Coworker

*What's the start date of this relationship?
10/22/2020

*Relationship
Contact

*Search for a coworker to add as a contact
Jana Baylis

☑ This person is an emergency contact

Comments

Create a New Contact

7. Enter the contact's **Basic Information**

Create a New Contact

8. Enter the contact's **communication** and **address** information

Note: Additional fields will become available once you select the various phone and email types
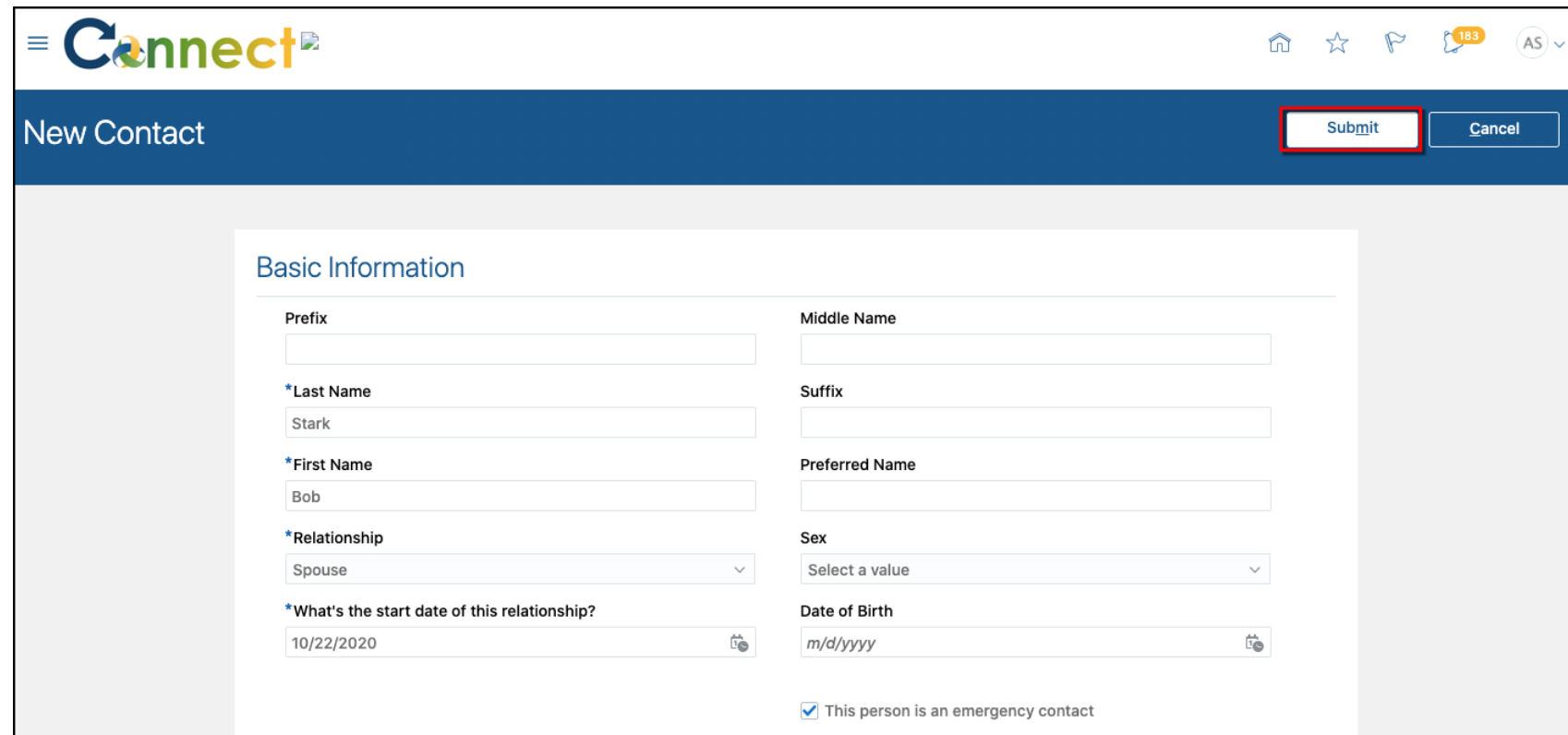
Create a New Contact

9. After entering the contact's information, click **Submit**

10. Upon completion, your contacts will be displayed on the **Family and Emergency Contacts** page.

End of Procedure