

1. Select **Me** to display your employee functions
2. Click **Family and Emergency Contacts**

The screenshot displays the Connect ESS user interface. At the top left is the Connect logo. Below it, a greeting reads "Good afternoon, Arya Stark!". A navigation bar contains five items: "Me", "My Team", "My Client Groups", "Benefits Administration", and "Risk Management". The "Me" item is highlighted with a red box. Below the navigation bar, there are two columns of options. The left column, labeled "QUICK ACTIONS", includes "Personal Details", "Document Records", "Identification Info", "Contact Info", and "Family and Emergency Contacts". The right column, labeled "APPS", includes "Directory", "Onboarding", "Checklist Tasks", "Time and Absences", "Career and Performance", and "Personal Information". A red arrow points from the "Me" box to the "Family and Emergency Contacts" box. At the bottom, there is a "My Organization Chart" option.

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

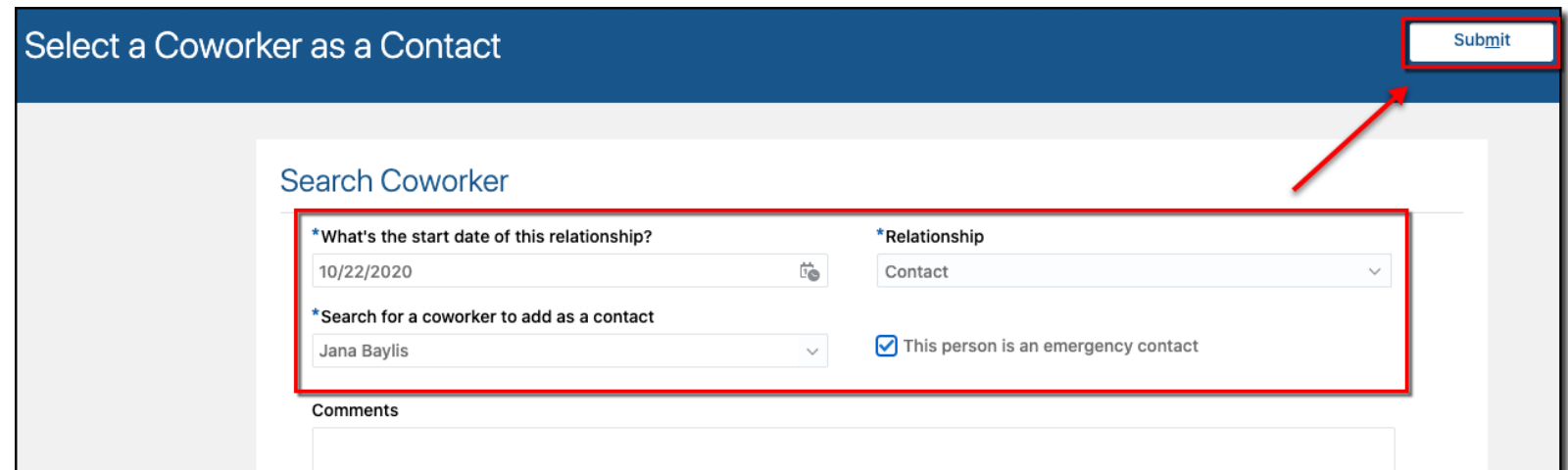
Phil Stark
Child

+ 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**



The screenshot shows a web form titled "Select a Coworker as a Contact". The form is divided into several sections. At the top right, there is a "Submit" button. Below the title, there is a "Search Coworker" section. This section contains four main input fields: a date field for "What's the start date of this relationship?" with the value "10/22/2020"; a dropdown menu for "Relationship" with the value "Contact"; a dropdown menu for "Search for a coworker to add as a contact" with the value "Jana Baylis"; and a checked checkbox for "This person is an emergency contact". A red box highlights these four fields. A red arrow points from the "Submit" button to the "This person is an emergency contact" checkbox. Below the search fields, there is a "Comments" section with a text input area.

Create a New Contact

New Contact

Basic Information

<p>Prefix <input type="text"/></p> <p>*Last Name <input type="text" value="Stark"/></p> <p>*First Name <input type="text" value="Bob"/></p> <p>*Relationship <input style="border-bottom: 1px solid #ccc;" type="text" value="Spouse"/></p> <p>*What's the start date of this relationship? <input style="border-bottom: 1px solid #ccc;" type="text" value="10/22/2020"/></p>	<p>Middle Name <input type="text"/></p> <p>Suffix <input type="text"/></p> <p>Preferred Name <input type="text"/></p> <p>Sex <input style="border-bottom: 1px solid #ccc;" type="text" value="Select a value"/></p> <p>Date of Birth <input style="border-bottom: 1px solid #ccc;" type="text" value="m/d/yyyy"/></p>
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This person is an emergency 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

Communication

Phones

Type

Select a value ▼

Email

Type

Select a value ▼

Address

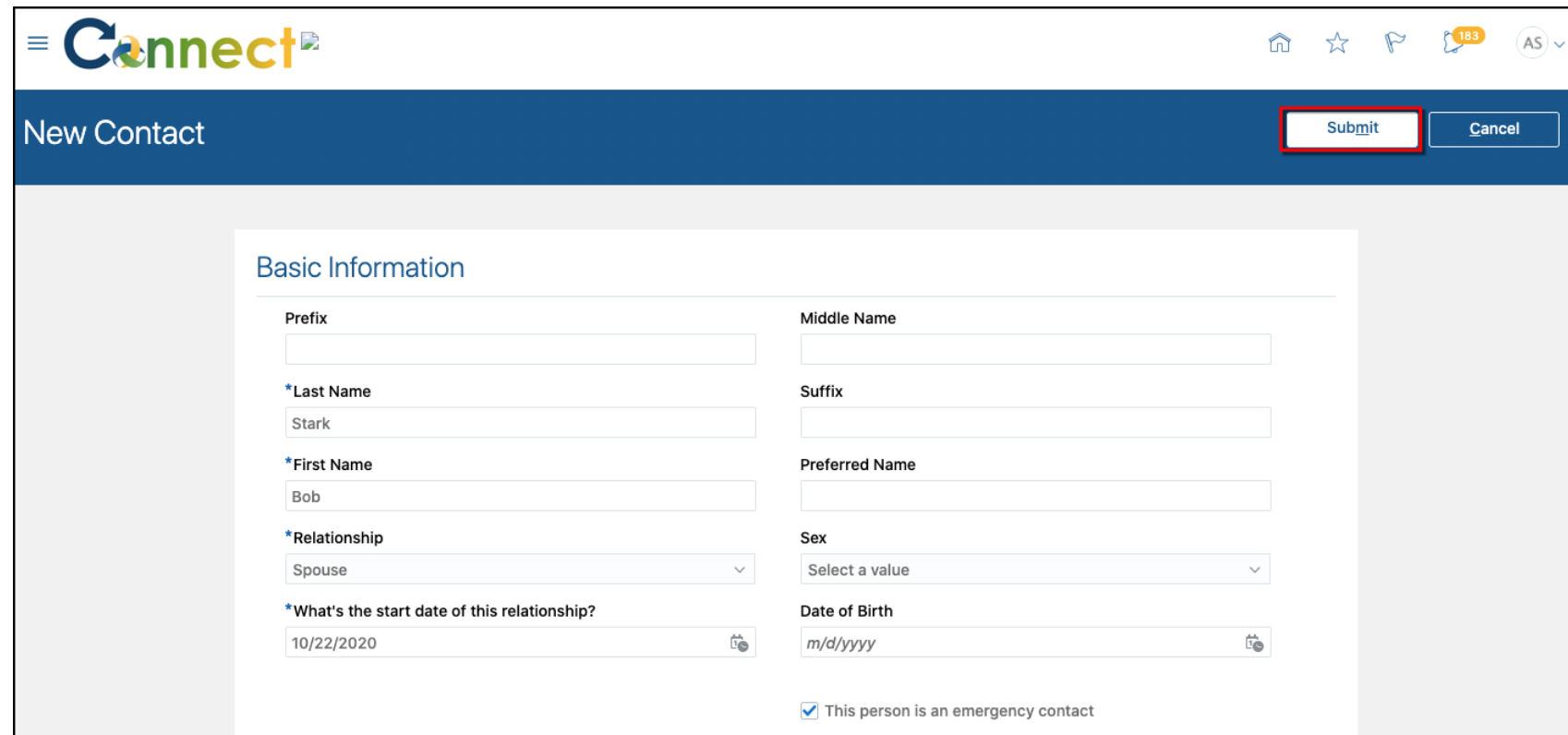
Use My Address

Select a value ▼

Enter a New Address

Create a New Contact

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



Connect

New Contact

Submit Cancel

Basic Information

Prefix

Middle Name

*Last Name
Stark

*First Name
Bob

*Relationship
Spouse

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

Suffix

Preferred Name


Sex
Select a value

Date of Birth
m/d/yyyy

This person is an emergency contact

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

End of Procedure

A screenshot of a web application interface. At the top, a dark blue header contains a circular profile picture with the initials 'AS' and a three-dot menu icon, followed by the text 'Family and Emergency Contacts' and 'Arya S Stark'. Below this, a white box titled 'My Contacts' is highlighted with a red border. It lists three contacts: 'Bob Stark' (Spouse), 'Jana Baylis' (Contact), and 'Phil Stark' (Child).

My Contacts	
Bob Stark	Spouse
Jana Baylis	Contact
Phil Stark	Child