

TIP SHEET

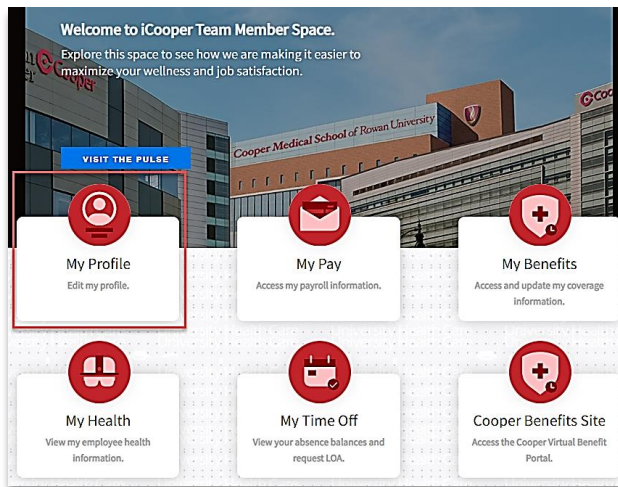
Human Resources

Purpose: *Change Emergency Contact in Team Member Space*

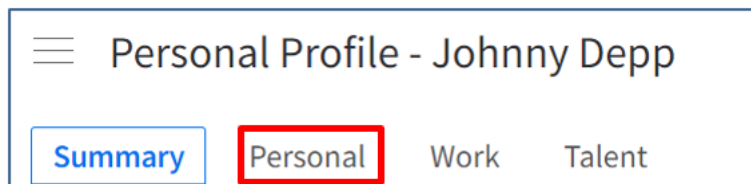
This tipsheet is available to assist you with changing your emergency contact in Team Member Space.

Workflow

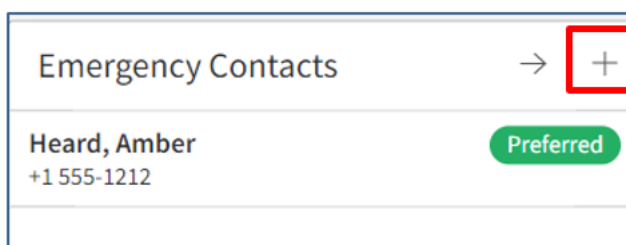
1. Click **My Profile**.



2. Select the **Personal** tab.



3. On the **Emergency Contacts** pane, select **Add Contact**.



4. Complete the appropriate fields. A red asterisk indicates a required field.

Add Emergency Contact For Johnny Depp-142201

Effective Date *

First Name Last Name

Relationship Preferred Contact

Preferred Contact Method *

Phone Information

Home
 Country Code Phone

Work
 Country Code Phone Ext

Mobile
 Country Code Phone

Email
 Email Address

Field	Value
Effective Date	Enter the effective date of the change to your emergency contacts.
First Name and Last Name	Enter the emergency contact's first and last name.
Relationship	Enter the relationship of the emergency contact to you. For example, Parent, Child, Sibling, or Neighbor.
Preferred Contact	Select if this individual should be the primary person to contact in case of an emergency.
Preferred Contact Method	Select the method to communicate with the emergency contact.
Phone Information	Enter the emergency contact's phone number(s) in the appropriate fields.
Email	Enter the emergency contact's email address.

5. Select the **Submit** button to save your changes.

You have successfully changed your emergency contact.