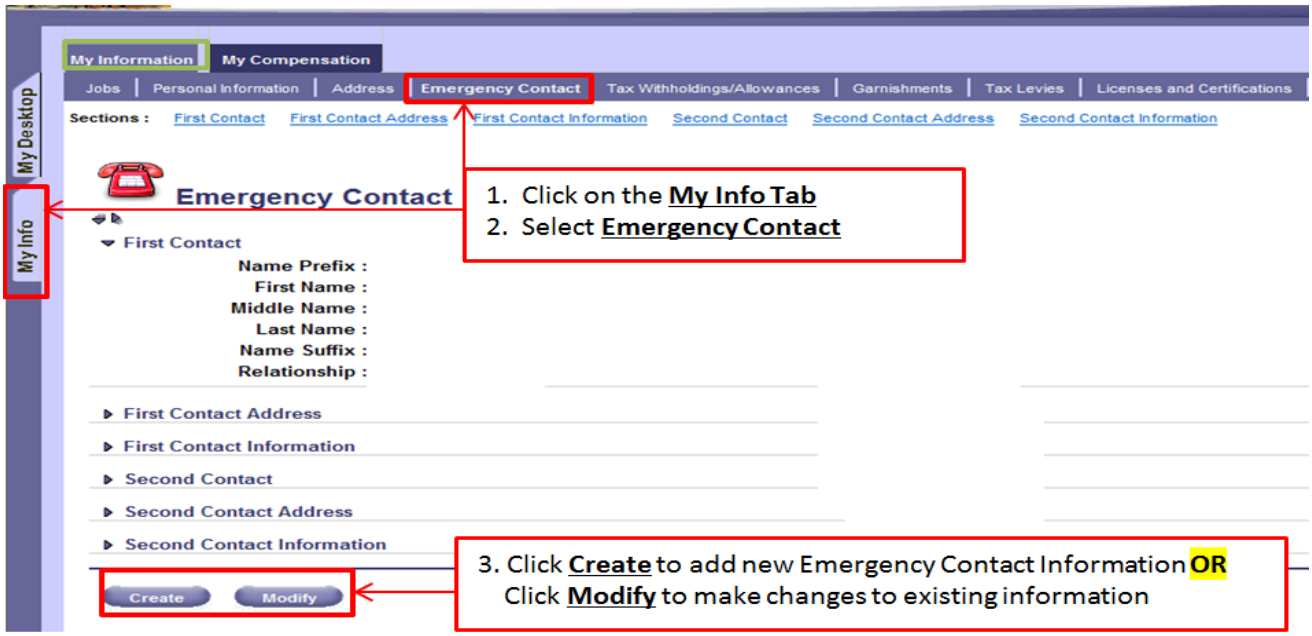
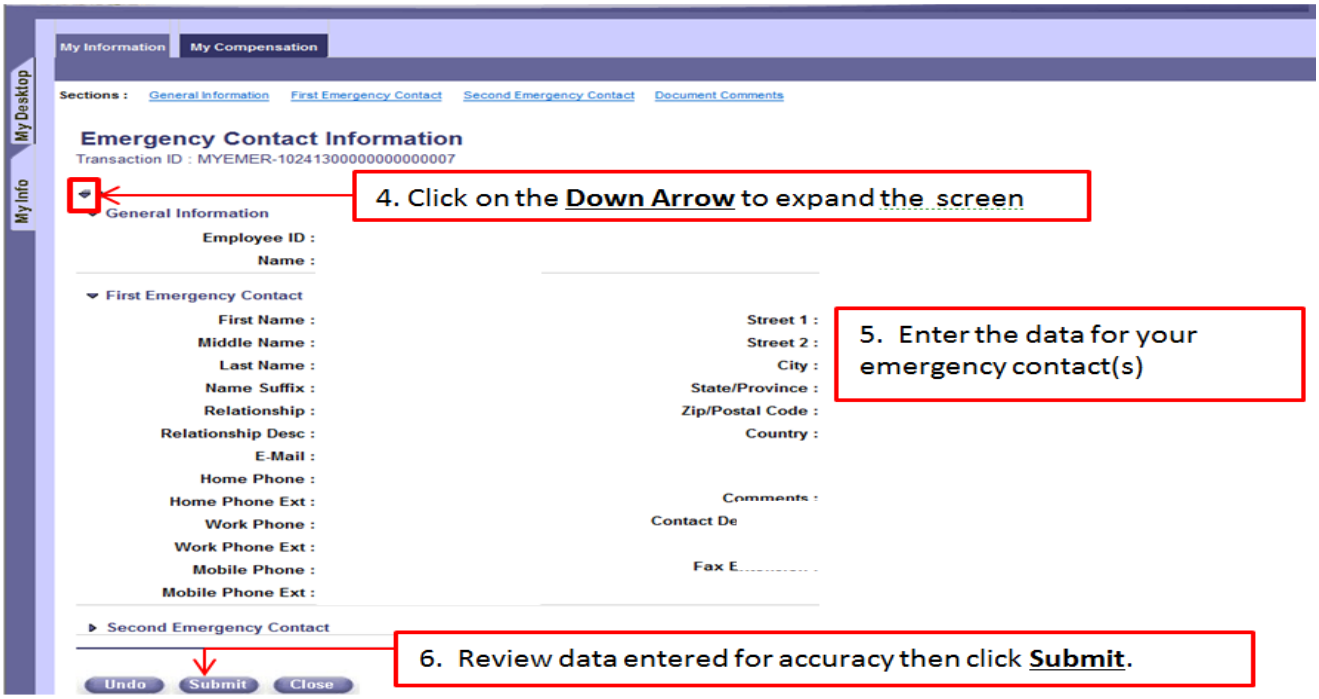
EMPLOYEE SELF SERVICE USER GUIDE

UPDATING EMERGENCY CONTACT INFORMATION

Updating Your Emergency Contact Information

1. Click on the My Info Tab
2. Select Emergency Contact
3. Click **Create** if you do not have an existing emergency contact **OR** Click **Modify** to make changes



The following screen will display:

4. Click on the **down arrow** to expand the screen. The ESS system allows you to enter a maximum of two emergency contacts.
5. Enter the information for your emergency contact or make changes as necessary.
6. Review data entered for accuracy then click **Submit**.