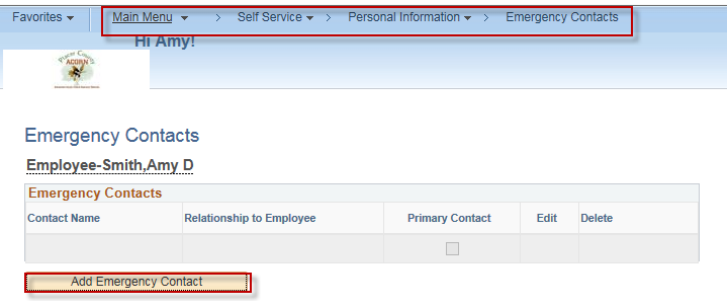
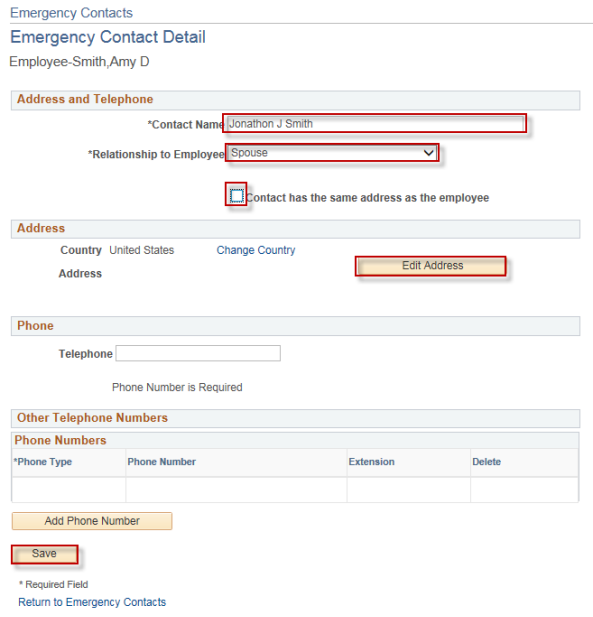
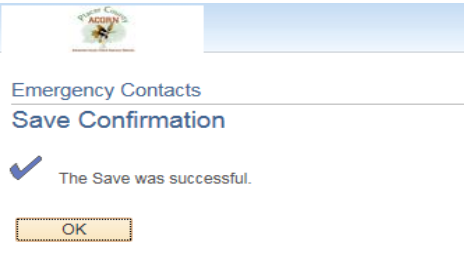
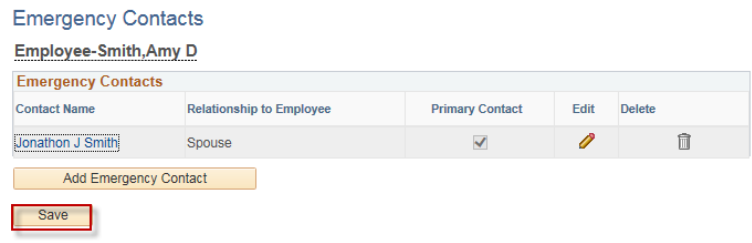


## Employee Self-Service Emergency Contacts done through Self-Service

Main Menu > Self Service > Personal Information > Emergency Contacts	
<b>Instructions</b>	<b>ACORN Page</b>
<p><b>PURPOSE:</b> Add or update an Emergency Contact. Emergency contact information should include name, relationship, address, and phone. Verify that the emergency contact can be saved and that the phone number indicates that it is required.</p>	
<ol style="list-style-type: none"> <li>1. Navigate in ACORN to the Personal Information Summary. <b>Main Menu &gt; Self Service &gt; Personal Information &gt; Emergency Contacts.</b></li> <li>2. Click the "Add/Edit Emergency Contact" button.</li> </ol>	
<ol style="list-style-type: none"> <li>3. A new screen will appear that will allow you to Add/Edit your emergency contact.</li> <li>4. Enter the "Contact Name", "Relationship to Employee", "Address", and "Phone". <b>Note:</b> if the Emergency Contact has the same address as the employee, click the check box under the relationship status. If the address information is different, click on the "Edit Address" button.</li> <li>5. Click the "Save" button.</li> </ol>	

## Employee Self-Service Emergency Contacts done through Self-Service

<p>6. A "Save Confirmation" will appear, click the "OK" button.</p>	 <p>The screenshot shows a confirmation message with a checkmark icon and the text "The Save was successful." Below the message is an "OK" button.</p>
<p>7. After saving the new Emergency Contact will be displayed.              8. If you want to add another Emergency Contact, click the "Add Emergency Contact" button.              9. If you want to edit an existing Emergency Contact, click on the pencil icon to edit the information on that contact.              10. Click the "Save" button when finished.</p> <p>For questions, please contact the Human Resources Department.</p>	 <p>The screenshot shows the "Emergency Contacts" page for "Employee-Smith, Amy D". It features a table with columns for Contact Name, Relationship to Employee, Primary Contact, Edit, and Delete. One contact, "Jonathon J Smith" (Spouse), is listed as the primary contact. Below the table are buttons for "Add Emergency Contact" and "Save".</p>