# Update Contact Information; including Emergency Contact Information

Description of how to navigate to update contact information, including adding and editing Emergency Contacts.

11 Steps <u>View most recent version</u>

Created by

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Click on Employee button in top right hand corner and select 'View Profile'

#### **STEP 2**

## Select 'Contact' tab on left hand side menu within profile

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# For Employee Contact Information - select tab 'Contact'

Clicking edit within the 'Contact' tab will allow you to update your address, phone and personal email contact information.

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# Click the pencil button to edit applicable information

### Select the check mark to 'lock in' updates

Please note: effective dates can be used for past/future moves, so be sure to edit that date as needed.

Also - selecting the check mark does NOT submit your edits. This is not done until you select the blue 'Submit' button at the bottom of the screen.

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# Select 'Submit' to finalize any changes

### For Emergency Contact Information – select tab 'Emergency Contact'

Clicking edit within the 'Emergency Contact' tab will allow you to add names and contact information of any Emergency Contacts you wish to designate. This is a required field for all employees of Mary Free Bed.

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### Click 'Edit' to add/edit any Emergency Contact

Please note: you can select priority of who you would like us to contact first, second, etc.



### Click the pencil button to edit Emergency Contacts Information

Required information is Name, Phone Number and Email Address for all Emergency Contacts.

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### Select the check mark to 'lock in' any changes

Please note: no edits will be finalized until you've selected the blue 'Submit' button at the bottom of the screen.

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#### STEP 11

# Select 'Submit' to finalize any changes for Emergency Contacts

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