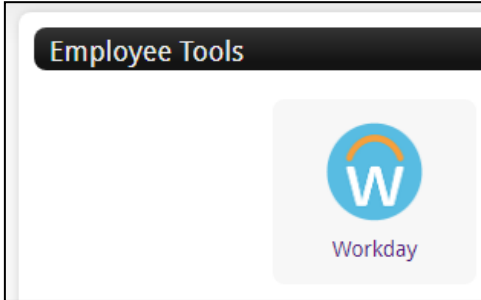


## Overview

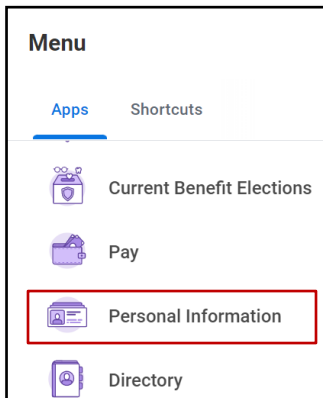
Use this job aid as a resource to make changes to your emergency contacts in Workday.

## Changes to Existing Contacts

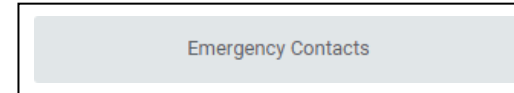
1. On the MyMC homepage, click on the **Workday** icon under the Employee Tools section.



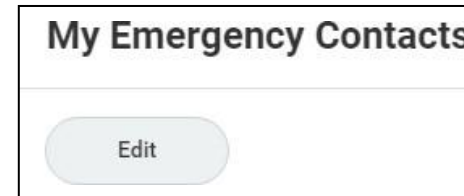
2. On the Workday home page, click the **View All Apps** link.
3. Once the Menu appears, click **Personal Information**.



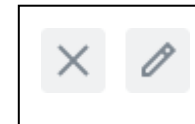
4. Under the Change column, click **Emergency Contacts**.



5. On the My Emergency Contacts page, click **Edit**



6. Make the appropriate changes to your existing contacts. Click the pencil to edit to edit or the **X** to delete the information in the field.

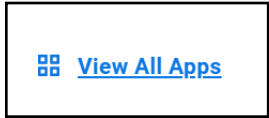


7. After making the changes, click **Submit**.

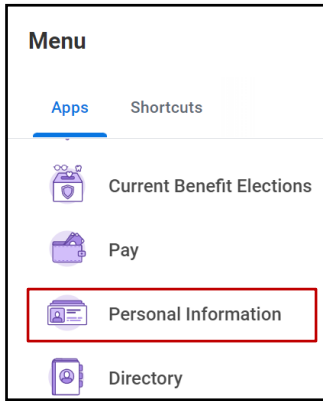
**Note:** There is also an option to **Save for Later** if you are not ready to submit your changes.

## Adding an Emergency Contact

1. On the Workday home page, click the **View All Apps** link.



2. Once the Menu appears, click **Personal Information**.



3. Under the Change column, click **Emergency Contacts**.

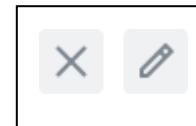


4. There should be two contacts listed. If not, click **Add** to add an emergency contact.

5. Enter the information for your contact.

A form titled "Primary Emergency Contact" with several sections: "Legal Name" (with a pencil icon), "Relationship" (with a pencil icon), "Preferred Language" (with a pencil icon), "Primary Address" (with an "Add" button), "Primary Phone" (with an "Add" button), and "Additional Phone" (with an "Add" button).

6. Make the appropriate changes to your existing contacts. Click the pencil to edit or the **X** to delete the information in the field.



7. After making the changes, click **Submit**.

**Note:** There is also an option to **Save for Later** if you are not ready to submit your changes. information in the field.