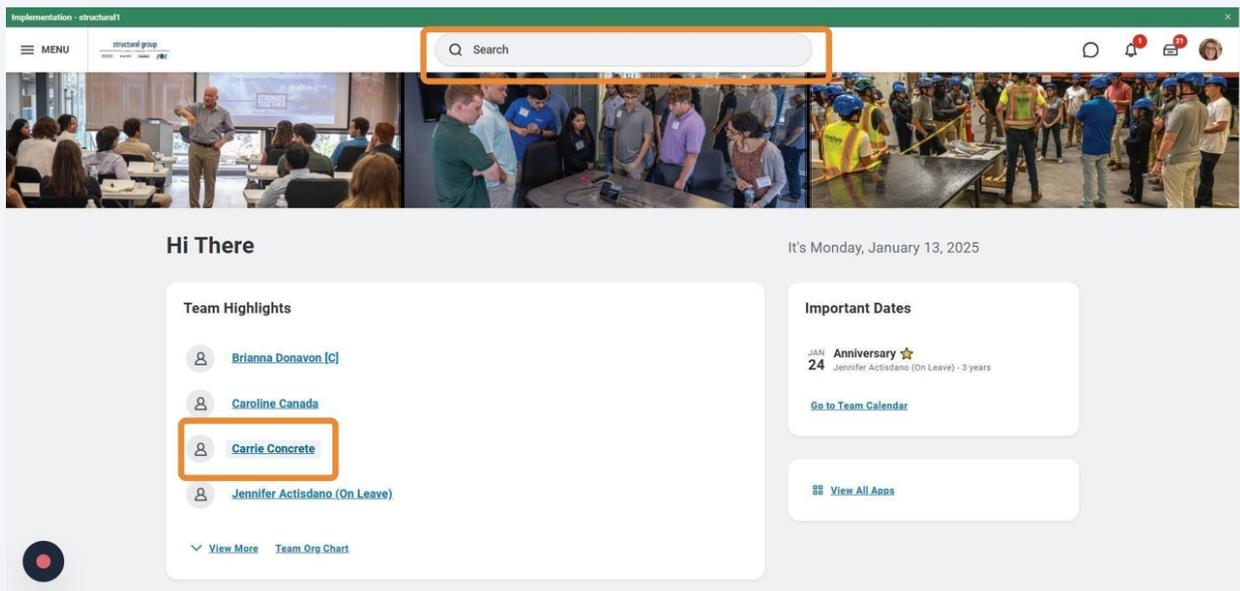


# Updating Personal Contact Information & Emergency Contacts

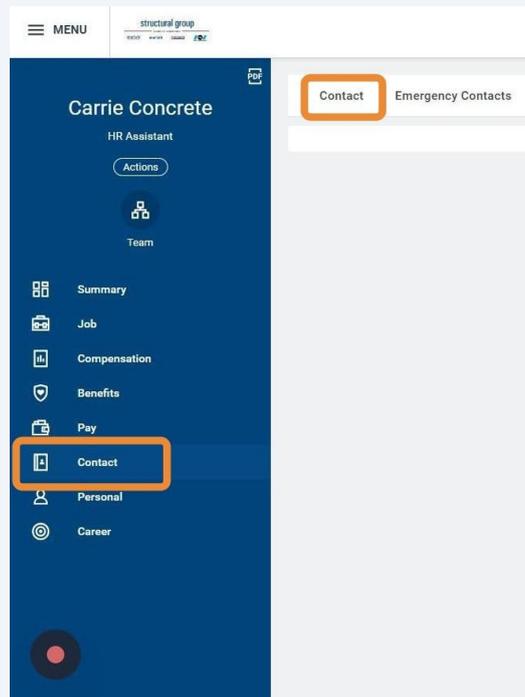
Steps 1 - 12: Updating Contact Information

Step 13: Adding Emergency Contacts

1 Locate employee to update Contact Information and/or Emergency Contacts.



2 Left hand menu, click Contact.



3

Click the drop down button. You will see two options of Contact Information to change.

The screenshot shows a user profile page for 'Carrie Concrete', an HR Assistant. The left sidebar contains navigation options: Summary, Job, Compensation, Benefits, Pay, Contact (highlighted), Personal, and Career. The main content area is titled 'Contact' and includes an 'Emergency Contacts' section. An 'Edit' button with a dropdown arrow is highlighted, and a dropdown menu is open, showing 'Change Home Contact Information' and 'Change Work Contact Information'. An orange arrow points to the 'Change Home Contact Information' option. Below the dropdown are three tables: 'Addresses' (1 item), 'Phones' (1 item), and 'Email Addresses' (1 item).

Address	Usage
10150 Old Columbia Road Columbia, MD 21046 United States of America	Home (Primary)

Phone Number	Device	Usage
+1 (410) 4104000	Mobile	Home (Primary)

Email Address	Usage
cconcrete@gmail.com	Home (Primary)

4

In this example, we will edit Home Contact information. The Home Contact information screen will appear

The screenshot shows a user profile page for 'Carrie Concrete', an HR Assistant. The left sidebar contains navigation options: Summary, Job, Compensation, Benefits, Pay, Contact (highlighted), Personal, and Career. The main content area is titled 'Contact' and includes an 'Edit' button. Below this is a section for 'Home Contact Information' with three tables: 'Addresses' (1 item), 'Phones' (1 item), and 'Email Addresses' (1 item).

**Home Contact Information**

Addresses 1 item

Address	Usage
10150 Old Columbia Road Columbia, MD 21046 United States of America	Home (Primary)

Phones 1 item

Phone Number	Device	Usage
+1 (410) 4104000	Mobile	Home (Primary)

Email Addresses 1 item

Email Address	Usage
cconcrete@gmail.com	Home (Primary)

5

Choose the effective date for the Contact change. In this example, we will **future-date** the Home Contact change.

The screenshot shows a web application interface for 'Change Home Contact Information'. The page header includes a 'MENU' icon, the 'structural group' logo, and a search bar. The main title is 'Change Home Contact Information' with a sub-header 'Carrie Concrete'. The form contains the following fields:

- Address:** 10150 Old Columbia Road, Columbia, MD 21046
- Effective Date:** 01/13/2025 (highlighted with an orange box)
- Primary:**
- Country:** United States of A
- Search Address:** (empty field)

A calendar for January 2025 is displayed, with the date 27 highlighted (also highlighted with an orange box). The calendar shows the following dates:

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

At the bottom of the form, there are three buttons: 'Submit', 'Save for Later', and 'Cancel'. The page is powered by Google.

6 Search for the new address to be updated.

The screenshot shows a web interface for updating contact information. At the top, there is a navigation bar with a 'MENU' icon, the 'structural group' logo, and a search bar. Below this is a dark blue header with the text 'Change Home Contact Information' and 'Carrie Concrete'. The main content area is titled 'Change Home Contact Information' and contains a form with the following fields: 'Address' (10150 Old Columbia Road, Columbia, MD 21046), 'Effective Date' (01/27/2025), 'Primary' (checked), 'Country \*' (United States of America), and 'Search Address' (highlighted with an orange box). At the bottom of the form, there are buttons for 'Submit', 'Save for Later', and 'Cancel', and a link to 'Use of Address Features'.

7 Google will help auto-complete new address.

This close-up screenshot focuses on the 'Search Address' field. The field contains the text '123 Main Street, Los Angeles, CA, USA'. Above this field, the 'Country \*' is set to 'United States of America'. Below the 'Search Address' field, there is a 'powered by Google' logo and a link to 'Use of Address Features'. Below this, the 'Address Line 1 \*' field contains '10150 Old Columbia Road', the 'Address Line 2' field is empty, and the 'City \*' field contains 'Columbia'.

8

Here you see the new address populated.  
Visibility recommendation = Private

A screenshot of a form with the following fields and values:

- Address Line 1:** 123 Main Street
- Address Line 2:** (empty)
- City \*:** Los Angeles
- State \*:** California (with a dropdown menu icon)
- Zip Code \*:** 90012
- County:** Los Angeles County
- Usage:** (empty dropdown menu)
- Visibility \*:** Private

9

1. Current phone number

2. Edited phone number

Visibility recommendation = Private

The image shows a form for configuring a phone number. The form includes the following fields and options:

- Phone:** A text field containing "+1 (410) 4104000 (Mobile)". This field is highlighted with an orange box and a red "1" next to it.
- Primary:** A checkbox that is checked.
- Phone Type \*:** A dropdown menu with "Mobile" selected.
- Country Phone Code \*:** A dropdown menu with "United States of America (+1)" selected.
- Phone Number \*:** A text field containing "7026225895". This field is highlighted with an orange box and a red "2" next to it.
- Phone Extension:** An empty text field.
- Visibility \*:** A dropdown menu with "Private" selected.
- Details:** A link with a right-pointing chevron.

In the top right corner of the form, there is a small icon of a checkmark inside a square box, which is also highlighted with an orange box.

10

You can also update Email Addresses on this page.  
Visibility recommendation = Private

Primary ✕ ✎

Yes

Phone

● +1 (702) 6225895 (Mobile) was +1 (410) 4104000 (Mobile)

Visibility

Private

Add

Email

Primary ↶ ✓

**Email Address \***

**Visibility \***

> **Details**

11

Click submit to finalize all the edits. Blue arrow shows the email address prior to the change.

The screenshot shows a form with two sections. The top section is titled 'Visibility' and has a 'Private' label and an 'Add' button. The bottom section is titled 'Email' and has a 'Primary' label, a 'Yes' label, and a 'Visibility' label with a 'Private' label and an 'Add' button. In the 'Email' section, there is a field for 'Email Address \*' containing the text 'cconcrete@yahoo.com was cconcrete@gmail.com'. A blue arrow points to the 'cconcrete@gmail.com' part of the text, which is crossed out. The 'cconcrete@yahoo.com' part is highlighted with an orange box.

12

All edits you have made on this page will take effect using the date you identified at the top of the page.

13

Click "Edit" to begin editing Emergency Contacts. Priority designation can be helpful.

In this example, Bob Dylan is the sole Emergency Contact with a Priority Designation of 1. We will add Elton Job as another Emergency Contact

The screenshot shows the HR Assistant interface for Carrie Concrete. The left sidebar has a 'Contact' menu item highlighted. The main content area shows the 'Emergency Contacts' section with an 'Edit' button. Below the button is a table with one item:

Priority	Emergency Contact	Relationship	Preferred Language	Primary Contact Information
1	Bob Dylan	Spouse		+1 (410) 4567890

14

Click "Add" to add additional Emergency Contacts

The screenshot shows the 'Alternate Emergency Contacts' form. It has a title 'Alternate Emergency Contacts' and a list of three items. The 'Add' button at the bottom is highlighted.

15 The following fields are required to add a new Emergency Contact:

- Country
- First Name, Last Name
- Relationship to you
- Phone number
- Phone device type
- Country phone code

Clicking Submit at the bottom of the page will take you back to the Emergency Contacts tab of the worker profile.

16 You now see Elton John as this worker's secondary Emergency Contact. Done!

The screenshot shows a web application interface for managing worker profiles. The left sidebar identifies the user as 'Marrie Concrete', an HR Assistant. The main content area is titled 'Contact' and has the 'Emergency Contacts' sub-tab selected, which is highlighted with an orange box. An 'Edit' button is visible above the table. The table, titled 'Emergency Contacts 2 Items', contains the following data:

Priority	Emergency Contact	Relationship	Preferred Language	Primary Contact Information	Alternate Contact I
1	Bob Dylan	Spouse		+1 (410) 4567890	
<b>new</b>	Elton John	Ex-Domestic Partner		+1 (443) 4104567	