

How to change employee's emergency contacts

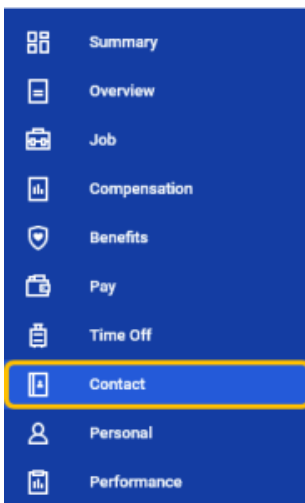
1. From your home page in workday, click on the **cloud icon** or your **profile picture** in the right-hand corner.



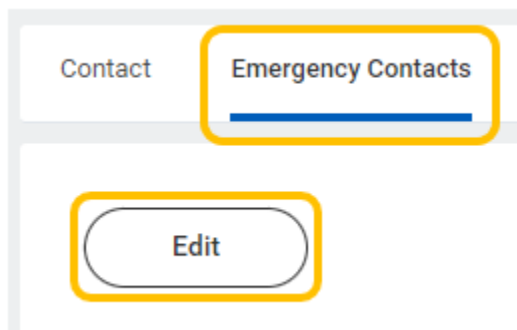
2. Click **View Profile** under your name.



3. On the left-hand side, select **Contact**

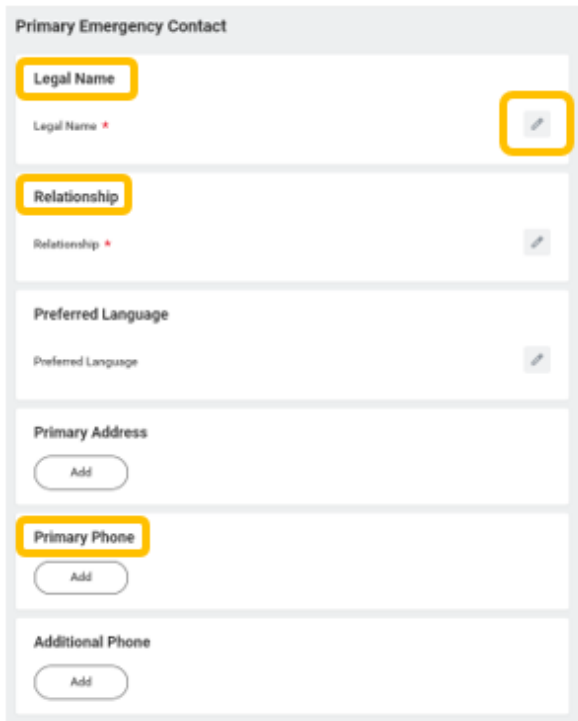


4. Up at the top click **Emergency Contacts**. Then select **Add**.



- Click the **Pencil** icon or **Add** to enter **Legal Name, Relationship and Primary Phone**.

Note - Additional fields are optional.



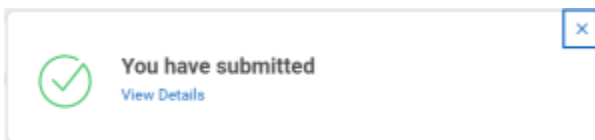
The form is titled "Primary Emergency Contact" and contains several sections. The "Legal Name" section has a text input field and a pencil icon. The "Relationship" section has a text input field and a pencil icon. The "Preferred Language" section has a text input field and a pencil icon. The "Primary Address" section has an "Add" button. The "Primary Phone" section has an "Add" button. The "Additional Phone" section has an "Add" button. The "Legal Name", "Relationship", and "Primary Phone" sections are highlighted with yellow boxes.

- Click **Submit**.



Three buttons are shown: "Submit" (highlighted with a yellow box), "Save for Later", and "Cancel".

- Once submitted, you will receive confirmation.



A confirmation message box with a green checkmark icon, the text "You have submitted", and a link "View Details". A close button (X) is in the top right corner.