

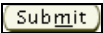
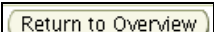




## Update Emergency Contact

1.	<p>Click on the <i>EMPLOYEE DIRECT ACCESS</i> responsibility.</p> <p>To complete this procedure, follow the menu path: <b>EMPLOYEE DIRECT ACCESS &gt; PERSONAL INFORMATION.</b></p>
2.	<p>Click the <b>Personal Information</b> link.</p>
3.	<p>Click to the left of the <b>Name of the Emergency Contact</b> that you are correcting.</p> <p>For this example, we will <b>Click the UPDATE</b> button to change some information.</p> <p>If you are adding a new Emergency Contact, click on the <b>ADD</b> Button.</p> <p>If you are deleting an Emergency Contact, click on the <b>REMOVE</b> Button.</p>
4.	<p>Change <b>RELATIONSHIP</b> field from <b>SPOUSE</b> to <b>SISTER</b>.</p> <p></p>
5.	<p>Click the <b>Sister</b> list item.</p> <p></p>
6.	<p>Tip bubbles are available next to some fields for further information.</p>
7.	<p>Click on the <b>NEXT</b> button.</p>
8.	<p>Review your changes.</p> <p>There are 2 columns that appear and compare the old information and the new Proposed information.</p> <p>Blue circles appear next to the items that have changed.</p> <p>Click on <b>SUBMIT</b> button if OK.</p> <p>Click on <b>BACK</b> button to start again.</p> <p></p>
9.	<p>A <i>Confirmation</i> message displays to let you know your changes have been applied to the system.</p> <p>Click on <b>RETURN TO OVERVIEW</b> to return to the <i>Personal Information</i> window.</p> <p></p>
10.	<p>Click the <b>Home</b> link.</p> <p></p>
11.	<p>Click the <b>Logout</b> link.</p> <p></p>
12.	<p><b>Congratulations! You have successfully updated or corrected your Emergency Contact in the STEP system.</b></p>