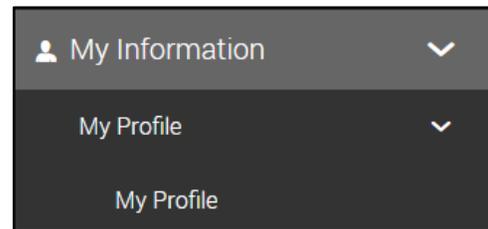


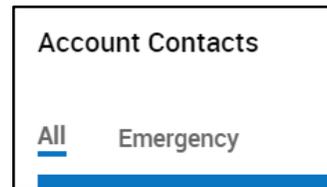
## PaycoHCM Tips and Tricks: Adding/Updating Emergency Contacts

It is vital that an employer have emergency contact information for its employees but keeping that information up to date can be a challenge. PaycoHCM allows the employees to maintain this information themselves.

- 1) From the *My Info* navigation menu , select: *My Information > My Profile > My Profile*.



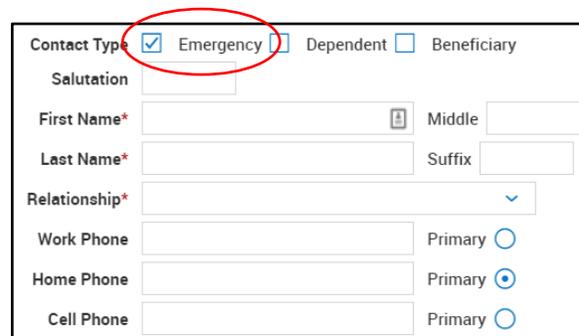
- 2) Scroll to the **Account Contacts** section.



- 3) Click on the **ADD CONTACT** button.



- 4) Verify that the *Emergency* checkbox is selected and enter all applicable information for your emergency contact.

A screenshot of a contact form. The 'Contact Type' section has three checkboxes: 'Emergency' (checked and circled in red), 'Dependent', and 'Beneficiary'. Below this are fields for 'Salutation', 'First Name\*', 'Last Name\*', 'Middle', and 'Suffix'. There is a 'Relationship\*' dropdown menu. At the bottom, there are three rows for 'Work Phone', 'Home Phone', and 'Cell Phone', each with a 'Primary' radio button. The 'Home Phone' radio button is selected.

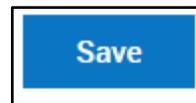
5) Click **Save**.



6) To update an existing contact, click the pencil next to the contact's name.



7) Update the information and click **Save**.



8) To remove a contact, simply click the **X** to left of the contact that you wish to delete.



**Note:** *If you are interested in having your employees manage their own emergency contacts, please reach out to your payroll specialist to ensure that the proper security settings are enabled.*