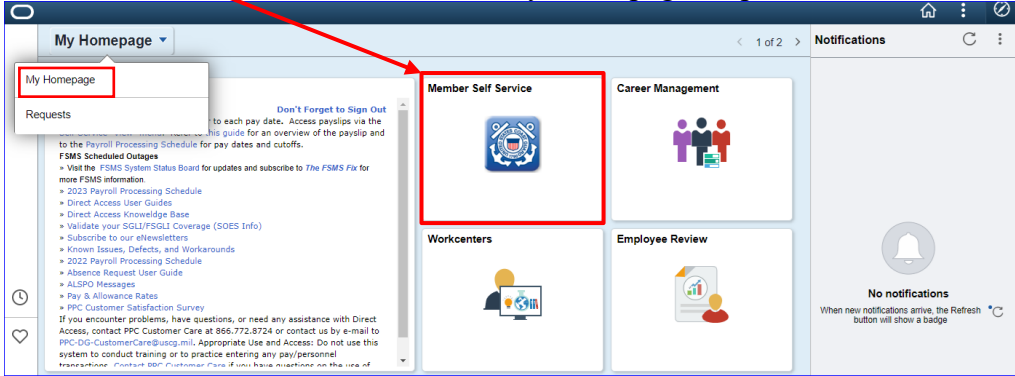
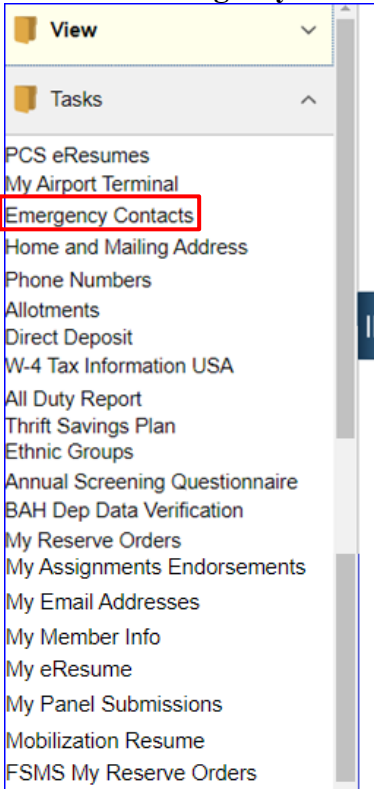


Self Service – Emergency Contacts

Introduction This guide provides the procedures for how to change a member's Emergency Contacts in Direct Access.

Procedures See below.

Step	Action
1	<p>Select Member Self Service from the My Homepage drop-down.</p> 
1.5	<p>Select the Emergency Contacts option.</p> 

Continued on next page

Self Service – Emergency Contacts, Continued

Procedures, continued

Step	Action																				
2	<p>The member’s current Emergency Contacts will display. From this screen, a user may:</p> <ul style="list-style-type: none">• Review a contact’s current information by clicking on the Contact Name• Select a Primary Contact• Edit a Contact• Delete a Contact (make sure to click Save after hitting the delete button)• Add Emergency Contact <p>Note: If selecting Primary Contact or Delete to delete a contact, click Save after clicking the primary contact radio button or trashcan icon.</p> <p>In this example, the spouse’s contact information will be changed. Click the Pencil icon in the Spouse’s row.</p> <div><p>Emergency Contacts</p><p>Ray Barone</p><table><tr><th colspan="5">Emergency Contacts</th></tr><tr><th>Contact Name</th><th>Relationship to Employee</th><th>Primary Contact</th><th>Edit</th><th>Delete</th></tr><tr><td>Barone, Frank</td><td>Father</td><td><input type="checkbox"/></td><td></td><td></td></tr><tr><td>Barone, Debra</td><td>Spouse</td><td><input checked="" type="checkbox"/></td><td></td><td></td></tr></table><p>Add Emergency Contact</p><p>Save</p><p>Return to CG AD Self Service: Employee</p></div>	Emergency Contacts					Contact Name	Relationship to Employee	Primary Contact	Edit	Delete	Barone, Frank	Father	<input type="checkbox"/>			Barone, Debra	Spouse	<input checked="" type="checkbox"/>		
Emergency Contacts																					
Contact Name	Relationship to Employee	Primary Contact	Edit	Delete																	
Barone, Frank	Father	<input type="checkbox"/>																			
Barone, Debra	Spouse	<input checked="" type="checkbox"/>																			

Continued on next page

Self Service – Emergency Contacts, Continued


Procedures,
continued

Step	Action								
3	<p>The Emergency Contact Details for the spouse will display. Any field on this page can be edited. When finished, click the Save button.</p> <p>Note: If member selects Contact has the same address as the employee, the Edit Address button will disappear and the Address will auto-populate to match the spouse's.</p> <div><div>Emergency Contacts</div><div>Emergency Contact Detail</div><div>Ray Barone</div><div><div>Address and Telephone</div><div><div>*Contact Name</div><div>Barone, Debra</div></div><div><div>*Relationship to Employee</div><div>Spouse</div></div><div><div><input type="checkbox"/> Contact has the same address as the employee</div><div><input type="checkbox"/> Contact has the same telephone number as the employee</div></div></div><div><div>Address</div><div><div>Country</div><div>United States</div><div>Change Country</div></div><div><div>Address</div><div>Edit Address</div></div></div><div><div>Phone</div><div><div>Telephone</div><div>555/555-5555</div><div>Extension</div><div></div></div></div><div><div>Other Telephone Numbers</div><div><div>Phone Numbers</div><table><thead><tr><th>*Phone Type</th><th>Phone Number</th><th>Extension</th><th>Delete</th></tr></thead><tbody><tr><td>Mobile</td><td>444/444-4444</td><td></td><td></td></tr></tbody></table><div>Add Phone Number</div><div>Save</div><div>* Required Field</div><div>Return to Emergency Contacts</div></div></div></div>	*Phone Type	Phone Number	Extension	Delete	Mobile	444/444-4444		
*Phone Type	Phone Number	Extension	Delete						
Mobile	444/444-4444								

Continued on next page

Self Service – Emergency Contacts, Continued

Procedures,
continued

Step	Action
4	<p>Once saved, the Save Confirmation screen will display. Click OK.</p> 
5	<p>If no other changes are to be made, select the Return to CG AD Self Service: Employee link.</p> 