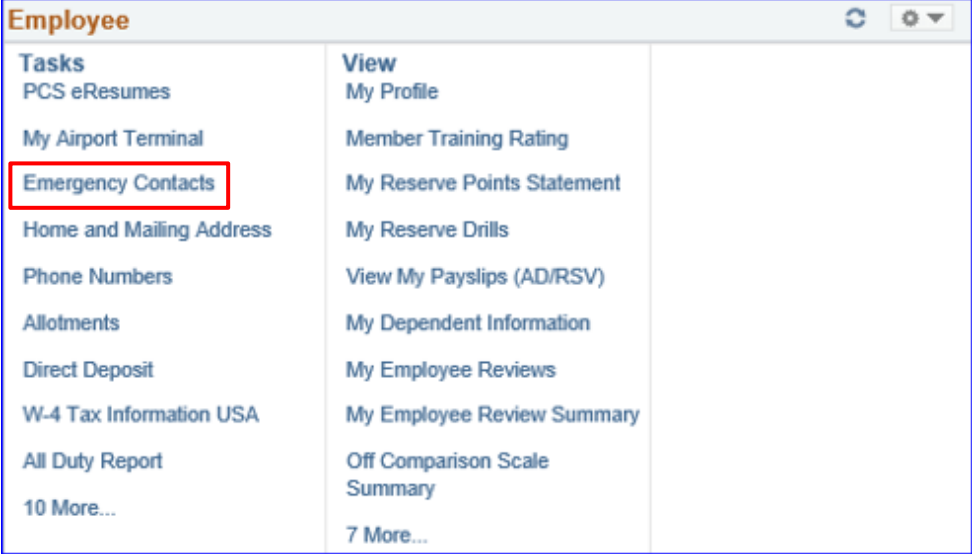


Self Service – Emergency Contacts

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 the Emergency Contacts link under Tasks in the Employee pagelet.</p>  <p>The screenshot shows a web interface titled "Employee" with a "Tasks" section. The "Emergency Contacts" link is highlighted with a red rectangular box. Other visible links include "PCS eResumes", "My Airport Terminal", "Home and Mailing Address", "Phone Numbers", "Allotments", "Direct Deposit", "W-4 Tax Information USA", "All Duty Report", "10 More...", "View My Profile", "Member Training Rating", "My Reserve Points Statement", "My Reserve Drills", "View My Payslips (AD/RSV)", "My Dependent Information", "My Employee Reviews", "My Employee Review Summary", "Off Comparison Scale Summary", and "7 More..."</p>

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Self Service – Emergency Contacts, Continued

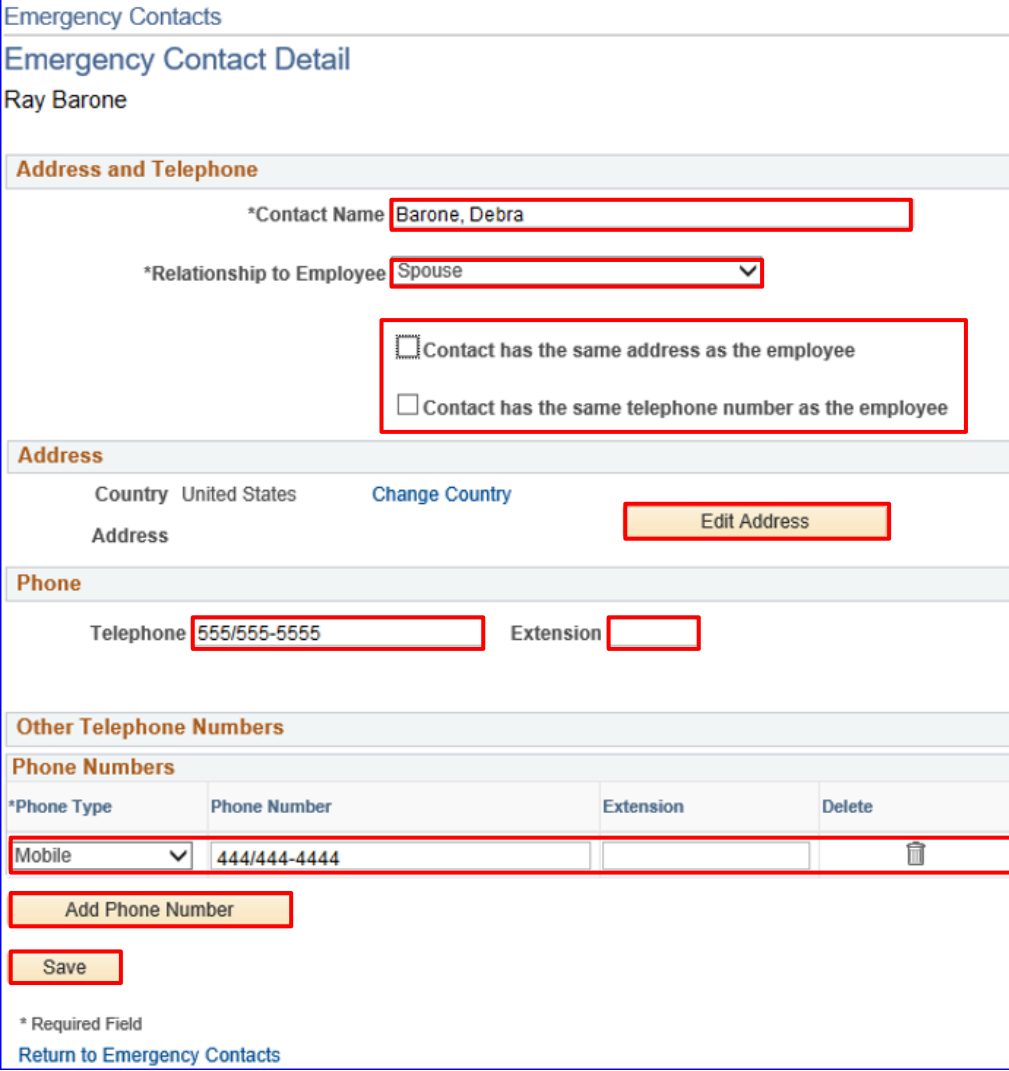
Procedures,
continued

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 data-bbox="363 976 1385 1413" style="border: 1px solid blue; padding: 5px;"> <p>Emergency Contacts</p> <p>Ray Barone</p> <p>Emergency Contacts</p> <table border="1"> <thead> <tr> <th>Contact Name</th> <th>Relationship to Employee</th> <th>Primary Contact</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>Add Emergency Contact</p> <p>Save</p> <p>Return to CG AD Self Service: Employee</p> </div>	Contact Name	Relationship to Employee	Primary Contact	Edit	Delete	Barone, Frank	Father	<input type="checkbox"/>			Barone, Debra	Spouse	<input checked="" type="checkbox"/>		
Contact Name	Relationship to Employee	Primary Contact	Edit	Delete												
Barone, Frank	Father	<input type="checkbox"/>														
Barone, Debra	Spouse	<input checked="" type="checkbox"/>														

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Self Service – Emergency Contacts, Continued

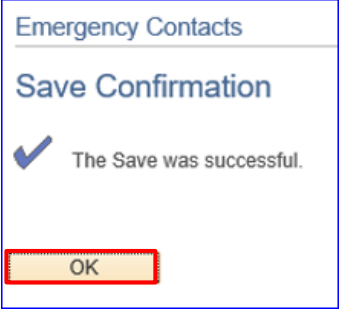
Procedures,
continued

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>  <p>Emergency Contacts</p> <p>Emergency Contact Detail</p> <p>Ray Barone</p> <p>Address and Telephone</p> <p>*Contact Name <input type="text" value="Barone, Debra"/></p> <p>*Relationship to Employee <input type="text" value="Spouse"/></p> <p><input type="checkbox"/> Contact has the same address as the employee</p> <p><input type="checkbox"/> Contact has the same telephone number as the employee</p> <p>Address</p> <p>Country United States Change Country</p> <p>Address <input type="button" value="Edit Address"/></p> <p>Phone</p> <p>Telephone <input type="text" value="555/555-5555"/> Extension <input type="text"/></p> <p>Other Telephone Numbers</p> <p>Phone Numbers</p> <table border="1"> <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> <p><input type="button" value="Add Phone Number"/></p> <p><input type="button" value="Save"/></p> <p>* Required Field</p> <p>Return to Emergency Contacts</p>	*Phone Type	Phone Number	Extension	Delete	Mobile	444/444-4444		
*Phone Type	Phone Number	Extension	Delete						
Mobile	444/444-4444								

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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> 