

## How Do I Update My Emergency Contact?

### Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Personal Details** tile.
3. On the **Personal Details** page, click the **Emergency Contacts** link.
4. Any existing emergency contacts are listed.

### Add an Emergency Contact

5. On the **Emergency Contacts** page, click the **Add Emergency Contact (+)** icon.
6. Enter the following information on the **Emergency Contact** pop-up:
  - a. **Contact Name**
  - b. **Relationship**
  - c. **Preferred:** Click this checkbox to designate this contact as the "first person to contact."
7. To add the emergency contact's address, click the **Add Address** button.
  - a. If this person's address is the same as yours, click the **Same as mine** checkbox and click the **Done** button.
  - b. If this person has a different address than you, enter the address details and click the **Done** button.
8. To add the emergency contact's phone number, click the **Add Phone Number** button.
  - a. If this person's home phone number is the same as yours, click the **Same as mine** checkbox and click the **Done** button.
  - b. If this person has a different phone number than you, enter the **Phone Number** details and click the **Done** button.
9. Click the **Save** button.
10. Repeat these steps to add additional emergency contacts.



### Update an Emergency Contact

11. To edit an emergency contact, click the row for that **Emergency Contact**.
  - a. Make the necessary changes to **Name** and/or **Relationship**.
  - b. To make changes to the address, click the row for the **Address**.
  - c. To make changes to a phone number, click the row for that **phone number**.
12. Click the **Save** button.

### Designate an Emergency Contact as Preferred

13. To designate a different contact as preferred, click the row for that **Emergency Contact**.
14. Click the **Preferred** checkbox associated with the emergency contact.  
The previously designated preferred contact will be automatically updated.
15. Click the **Save** button.

### Delete an Emergency Contact

16. To delete an emergency contact, click the row for that **Emergency Contact**.
17. Click the **Delete** button (at the bottom of the pop-up).
18. Click the **Yes** button on the confirmation message.

