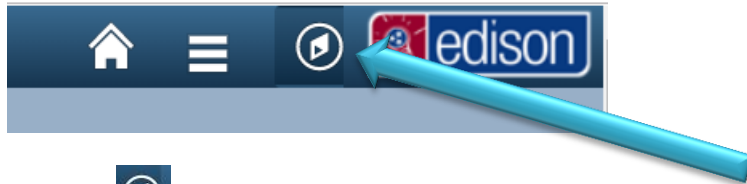



The following is the process for setting up and modifying your emergency contact information on Edison.

Log into Edison

On the top right side of the screen you should see:



Select the  icon to open the menu on the right of the screen that looks like:



Next, select the  icon to open the NavBar: Navigator menu.

Select the "HCM" menu option.









Select the "Self Service" menu option.

Select the "Personal Information" menu option.

Select the "Emergency Contacts" menu option. This screen appears:

Emergency Contacts

..Your Name..

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
First Contact's Name	Other	<input type="checkbox"/>		
Second Contact's Name	Child	<input type="checkbox"/>		
Third Contact's Name	Spouse	<input checked="" type="checkbox"/>		
Fourth Contact's Name	Mother-in-Law	<input type="checkbox"/>		

Add Emergency Contact

Save

To add a new emergency contact: Click the "Add Emergency Contact" button.

By clicking the button you access a new screen. This is where you enter the emergency contact's information:

Emergency Contacts

Emergency Contact Detail

Your Name

Address and Telephone

*Contact Name

*Relationship to Employee

Contact has the same address as the employee

Contact has the same telephone number as the employee

Address

Country [Change Country](#)

Address [Edit Address](#)

Phone

Telephone Extension

Other Telephone Numbers

*Phone Type	Phone Number	Extension	Delete

[Add Phone Number](#)

[Save](#)

When you are finished, click [Save](#) at the bottom left of the screen.

To Delete a Contact, select the Delete icon that looks like a trashcan on the page seen below and follow the directions:

Emergency Contacts

Your Name...

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
First Contact's Name	Other	<input type="checkbox"/>		
Second Contact's Name	Child	<input type="checkbox"/>		
Third Contact's Name	Spouse	<input checked="" type="checkbox"/>		
Fourth Contact's Name	Mother-in-Law	<input type="checkbox"/>		

[Add Emergency Contact](#)






[Save](#)

When you are finished, click [Save](#) at the bottom left of the screen.

To Edit the information for an existing Contact, select the Edit icon that looks like a pencil on the page seen below and follow the directions:

Emergency Contacts

Your Name...


Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
First Contact's Name	Other	<input type="checkbox"/>		
Second Contact's Name	Child	<input type="checkbox"/>		
Third Contact's Name	Spouse	<input checked="" type="checkbox"/>		
Fourth Contact's Name	Mother-in-Law	<input type="checkbox"/>		

When you are finished editing, click at the bottom left of the Edit screen.

Once you have completed all additions, deletions, and/or edits, be sure to return to the "Emergency Contacts" page and click at the bottom left of the screen.


Emergency Contact

Your Name...

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
First Contact's Name	Other	<input type="checkbox"/>		
Second Contact's Name	Child	<input type="checkbox"/>		
Third Contact's Name	Spouse	<input checked="" type="checkbox"/>		
Fourth Contact's Name	Mother-in-Law	<input type="checkbox"/>		

If all works, you should receive the following message:

Save Confirmation

 The Save was successful.

At this point, click "OK" to complete your process.