


# Self Service – Emergency Contacts

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**Introduction**      This guide provides the procedures for how to change a member’s Emergency Contacts.

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**Procedures**      See below.

Step	Action
1	<p>Select the <b>Emergency Contacts</b> link under Tasks in the Employee Pagelet.</p>  <p>The screenshot shows a web interface titled "Employee" with a minus sign in the top right corner. It is divided into three columns: "Profile", "Tasks", and "View".</p> <ul style="list-style-type: none"> <li><b>Profile</b>: No links are listed.</li> <li><b>Tasks</b>: <ul style="list-style-type: none"> <li><a href="#">PCS eResumes</a></li> <li><a href="#">My Airport Terminal Orders</a></li> <li><a href="#">Emergency Contacts</a> (highlighted with a red box)</li> <li><a href="#">Home and Mailing Address</a></li> <li><a href="#">Phone Numbers</a></li> <li><a href="#">Allotments</a></li> <li><a href="#">Direct Deposit</a></li> <li><a href="#">Federal &amp; State Tax Elections</a></li> <li><a href="#">All Duty Report</a></li> <li><a href="#">9 More...</a></li> </ul> </li> <li><b>View</b>: <ul style="list-style-type: none"> <li><a href="#">My Profile</a></li> <li><a href="#">Member Training Rating</a></li> <li><a href="#">My Reserve Points Statement</a></li> <li><a href="#">My Reserve Drills</a></li> <li><a href="#">View My Payslips (AD/RSV)</a></li> <li><a href="#">My Employee Reviews</a></li> <li><a href="#">Employee Review Summary</a></li> <li><a href="#">Off Comparison Scale Summary</a></li> <li><a href="#">SWE PDE</a></li> <li><a href="#">5 More...</a></li> </ul> </li> </ul>

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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"> <li>• Click the <b>Contact Name</b> links to review the current information</li> <li>• Select the <b>Primary Contact</b></li> <li>• <b>Edit</b> a Contact</li> <li>• <b>Delete</b> a Contact (make sure to click save after hitting the delete button)</li> </ul> <p>In this example, the spouse’s contact information will be changed. Click the <b>pencil</b> icon in the Spouse line.</p> <div data-bbox="352 826 1370 1346" style="border: 1px solid blue; padding: 5px;"> <p><b>Emergency Contacts</b></p> <p>GREG BRADY</p> <table border="1" data-bbox="360 920 1370 1171"> <thead> <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> </thead> <tbody> <tr> <td><a href="#">BRADY, CAROL</a></td> <td>Mother</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td><a href="#">BRADY, JENNIFER</a></td> <td>Spouse</td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td><a href="#">BRADY, MIKE</a></td> <td>Father</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td><a href="#">BRADY, PETER</a></td> <td>Brother</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Add Emergency Contact"/></p> <p><input type="button" value="Save"/></p> <p><a href="#">Return to CG AD Self Service: Employee</a></p> </div>	Emergency Contacts					Contact Name	Relationship to Employee	Primary Contact	Edit	Delete	<a href="#">BRADY, CAROL</a>	Mother	<input type="checkbox"/>			<a href="#">BRADY, JENNIFER</a>	Spouse	<input checked="" type="checkbox"/>			<a href="#">BRADY, MIKE</a>	Father	<input type="checkbox"/>			<a href="#">BRADY, PETER</a>	Brother	<input 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 <b>Save</b> button.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>Emergency Contacts</b></p> <p><b>Emergency Contact Detail</b></p> <p>GREG BRADY</p> <p><b>Address and Telephone</b></p> <p>*Contact Name: <input type="text" value="BRADY, JENNIFER"/></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><b>Address</b></p> <p>Country: United States <a href="#">Change Country</a></p> <p>Address: 100 BUNCH ROAD LOS ANGELES CA 90003 <input type="button" value="Edit Address"/></p> <p><b>Phone</b></p> <p>Telephone: <input type="text" value="555/333-3333"/></p> <p><b>Other Telephone Numbers</b></p> <table border="1"> <thead> <tr> <th colspan="4">Emergency Contacts</th> </tr> <tr> <th>*Phone Type</th> <th>Phone Number</th> <th>Extension</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555/333-3334</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><a href="#">Return to Emergency Contacts</a></p> </div>	Emergency Contacts				*Phone Type	Phone Number	Extension	Delete	Mobile	555/333-3334		
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## Self Service – Emergency Contacts, Continued

Procedures,  
continued

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4	<p>Once saved, this screen will display. Click <b>OK</b>.</p> 																														
5	<p>Now select the <b>Return to CG AD Self Service: Employee</b> link.</p>  <table border="1" data-bbox="360 976 1369 1227"> <thead> <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> </thead> <tbody> <tr> <td><a href="#">BRADY, CAROL</a></td> <td>Mother</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td><a href="#">BRADY, JENNIFER</a></td> <td>Spouse</td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td><a href="#">BRADY, MIKE</a></td> <td>Father</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td><a href="#">BRADY, PETER</a></td> <td>Brother</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="360 1249 703 1279">Add Emergency Contact</p> <p data-bbox="360 1301 472 1330">Save</p> <p data-bbox="360 1361 711 1391"><a href="#">Return to CG AD Self Service: Employee</a></p>	Emergency Contacts					Contact Name	Relationship to Employee	Primary Contact	Edit	Delete	<a href="#">BRADY, CAROL</a>	Mother	<input type="checkbox"/>			<a href="#">BRADY, JENNIFER</a>	Spouse	<input checked="" type="checkbox"/>			<a href="#">BRADY, MIKE</a>	Father	<input type="checkbox"/>			<a href="#">BRADY, PETER</a>	Brother	<input type="checkbox"/>		
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