



## How to...update your Friends & Family Emergency Contact Information

**Purpose:**

This guide will show you how to **update your Friends and Family - Emergency Contact information** on the **Your HR** employee self-service system.

**Logging in to Your HR:**

To log into Your HR, please refer to the **How to...Log in to Your HR Guide (ESS 1)**  
After login you will be presented with the **Employee Self Service Homepage**

**To add your Friends & Family - Emergency Contact information:**

Click on the **Personal** Tab in the top toolbar on the Self Service Homepage



Scroll down to the Friends and Family Section and click **+ Add Emergency Contact**



Emergency contact
✕

Contact name •

Relationship to me

Contact at

Contact email

Primary contact

Use my home address

House name

Number/street

Local area

- A pop up screen will appear, providing you with the option to add the following information fields
- The Contact name is a mandatory field denoted by the blue spot indicator

- The **Relationship to me** field has a drop-down arrow you need to click on to display the range of relationship options you can select from.

Relationship to me

- Choose the correct relationship type.

Add **Contact at** telephone number and **Contact email** address in the boxes

Contact at

Contact email

- There are two check-boxes you can choose to select:

**Primary contact**

**Use my home address**

- Select the **primary contact** check-box if the contact is the first person you would want contacted in the event of an emergency
- Select the **use my home address** check-box if your emergency contact shares your home address, the system will then populate this information from your record so you do not have to re-enter the address information.
- Once you have added your **emergency contact information**, click save.

A rectangular button bar containing two rounded buttons. The left button is green with the word 'Save' in white text. The right button is grey with the word 'Cancel' in white text.

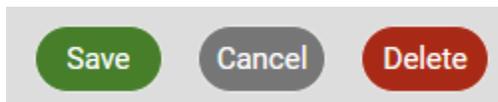
- Your revised details will now be saved and new contact cards will now be displayed on your personal homepage
- You can add as many **Emergency Contacts** as you require.

## Amending existing Emergency Contact Information

- To amend existing details, click on the relevant card for the information you need to amend by clicking the edit button 



- The Emergency Contact details screen will appear, you can change any of the fields of information.
- After you have made the changes, click **Save**.
- You can also **Delete** a contact card should it no longer be valid



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## Notifications

You will not receive an email notification when you update or add to your Family and Friends information.

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***For further information or support please refer to Your HR on the Intranet <https://i.warwickshire.gov.uk/content/access-your-hr/access-your-hr> or contact via email: [hrandpayroll@warwickshire.gov.uk](mailto:hrandpayroll@warwickshire.gov.uk) or phone on 01926 738444***

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