Change Emergency Contacts

The **Change Emergency Contacts** process allows employees to update the information for their preferred emergency contact. In addition, it allows employees to add new contacts or remove existing contacts. Each employee must have a Primary Emergency Contact. Employees may add multiple Additional Emergency Contacts.

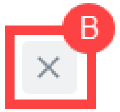
Change Emergency Contacts

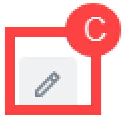
1. From the Workday Home Page, select **Profile** at the right-hand corner of the home page**.**
2. Select **View Profile**.
3. Hover to the **Actions** icon and select to open the Related Actions menu.

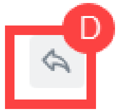
4. Hover to the **Personal Data** submenu.
5. Select **View My Emergency Contacts.**
6. Select **Edit** to edit emergency contacts.

7. For each section under Primary Emergency Contact, review and update emergency contact information. At least one primary phone number or primary email address is required.

   A. Select **Add** to add new emergency contact.
   B. Select the **X** icon to delete emergency contact.
   C. Select the **pencil** icon to edit emergency contact. All fields with red asterisks * are required.
   D. Select the **left arrow** icon to undo edits to emergency contact.
   E. Select the **checkmark** icon to save edits to emergency contact.







Optional: Under Alternate Emergency Contacts, repeat step 7 to update the Alternate Emergency Contacts information.

9. Select **Submit.**