

Quick Reference Guide: *Change Emergency Contacts***Keep in mind**

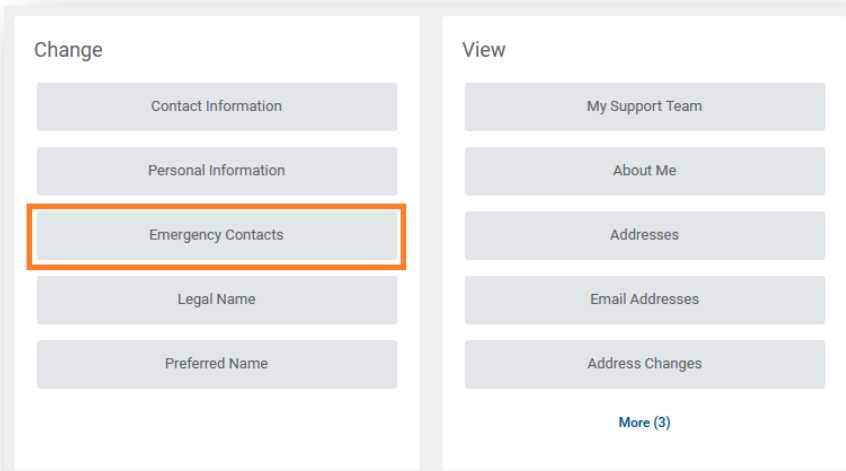
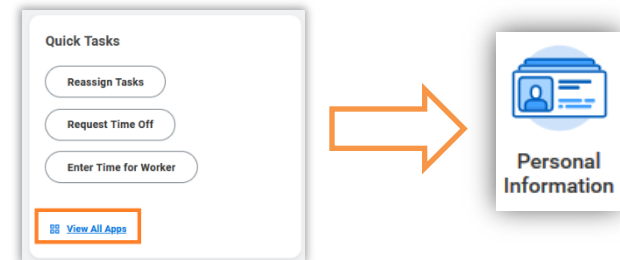
- All emergency contacts must have either a phone number or an email address. A street address alone is not sufficient.

**Information Needed**

- Contact's legal name and relationship
- At least one piece of contact information

**Steps:**

1. From the Workday home page, click on **View All Apps** under **Quick Tasks** and select **Personal Information**.
2. Select **Emergency Contacts** from the Change menu on the left.






3. Click on the **Edit** button to change your emergency contacts.

4. Click on the **Edit Icon**  in the **Legal Name** section.

5. Use the **Prompt Icon**  to select the **Country** where the contact lives. "United States of America" is the default.

6. Enter the **First Name** and **Last Name** (or other name types) in the corresponding text fields.

7. Click on the **Edit Icon**  in the **Relationship** row and use the **Prompt Icon**  to select the **Relationship** type.

8. Click the **Add Icon** in any of the rows to add additional information about your emergency contact and click the **Edit Icon**  in rows with existing details to change the information.



If you want to delete an emergency contact entirely, please first add an **Alternate Emergency Contact**, then select the **Mark as Primary** check box for the new contact. Once the original contact becomes the alternate contact, you can click the **X** to delete them.

9. Click on the **Submit Icon**  to submit this task.

10. Click the **Done Icon**  to complete this task.