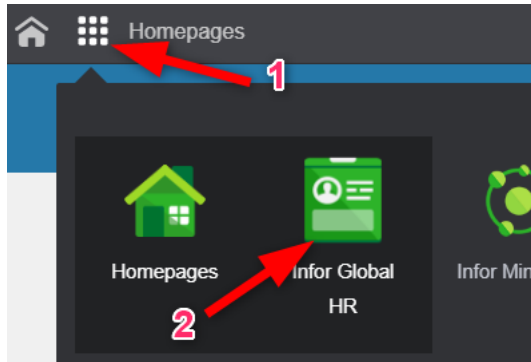


Add/Change Employee Emergency Contact

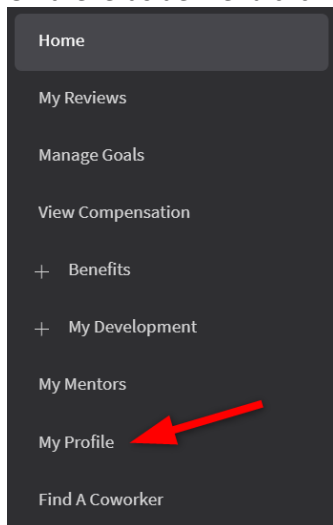
Once you have logged into your Global HR Account, you'll need to access your Global HR Homepage. To do that:



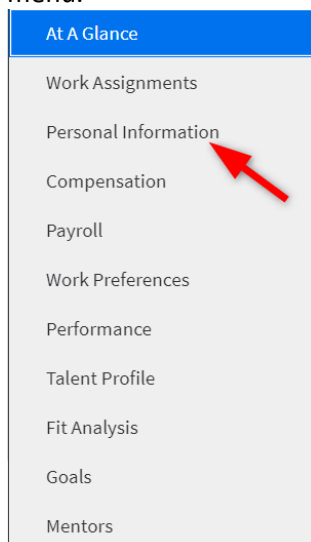
- 1) Click the grid in the upper left corner.
- 2) Click on the Infor Global HR icon.

To change or add your e-mail address in Global HR, complete the following steps:

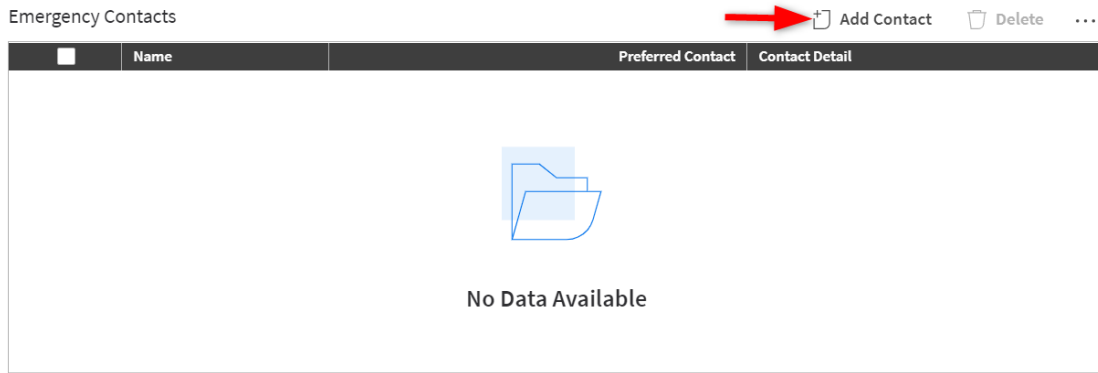
- 1) On the left side menu click "My Profile"



- 2) When you get to your Profile screen click the "Personal Information" button on the left side menu.



3) Scroll down to the Emergency Contacts section. Click Add Contact



Fill out the form.

Add Emergency Contact For [Redacted]

Effective Date *

Given Name(First) Family Name(Last)

Relationship

Preferred Contact Method *

Phone Information

Home

Country Code Phone

Work

Country Code Phone Ext

Mobile

Country Code Phone

Email & IM

Email Address

Instant Message Network IM Address

Address

Same As Resource Address Description

Or

Country

Cancel Submit

- 1) Enter the date the Emergency Contact Information will take effect.
- 2) Enter their first and last name.
- 3) Enter their relationship to you.
- 4) Select if this is your Preferred Emergency Contact.
- 5) Select the Preferred Contact Method,
- 6) Enter phone number info. At a minimum, enter the info for the method you selected in step 5.
- 7) Enter the Emergency Contact E-mail address if applicable.
- 8) Enter the Emergency Contact IM Info if applicable.
- 9) If the Emergency Contact Address is the same as yours (ex. your spouse), click the magnifying glass and select the checkbox by your name.
- 10) If the Emergency Contact Address is different than yours, type "US" in the box and fill in the address fields that appear.
- 11) Click Submit.

To change Emergency Contact Information follow the steps below:

Emergency Contacts

<input checked="" type="checkbox"/>	Name	Preferred Contact	Contact Detail
<input checked="" type="checkbox"/>	[REDACTED]	Yes	[REDACTED]

Buttons: Add Contact, Delete, ...

Context Menu (opened):

- Open
- Filter
- Change Contact
- Options
- Drill Around®

- 1) Check the box next to the Emergency Contact you want to change.
- 2) Click the 3 dots in the upper right corner
- 3) Select Change Contact and update the information on the form that pops up.