

Contact Information Change Guide - in Employee Access Portal

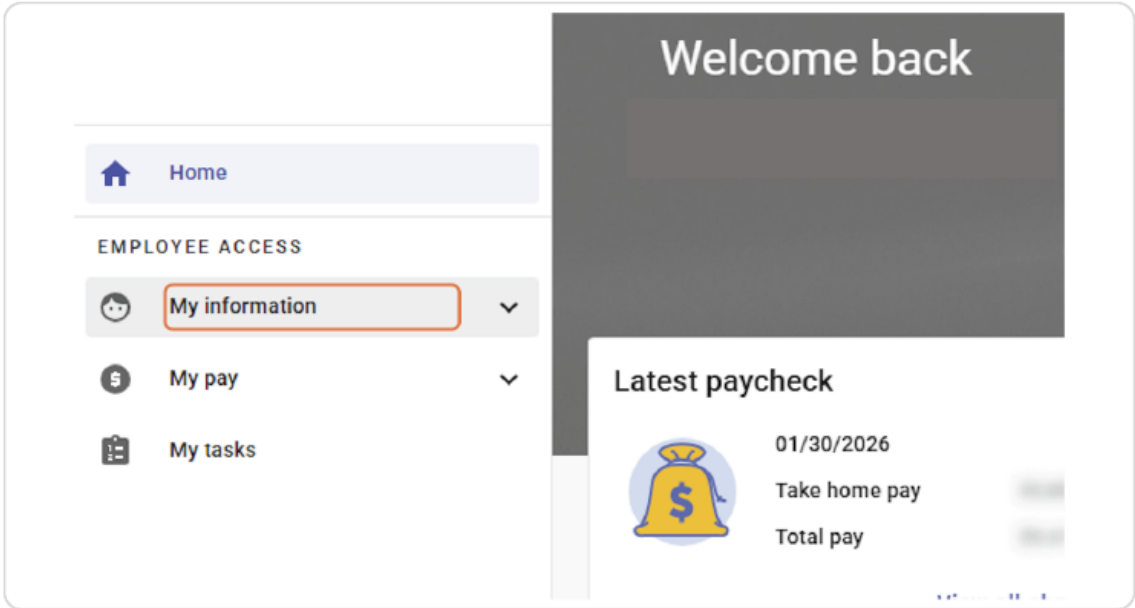
Address, Phone Number, and Alternate (Personal) Email addresses may also be updated using this process.

Employee Access

12 Steps 

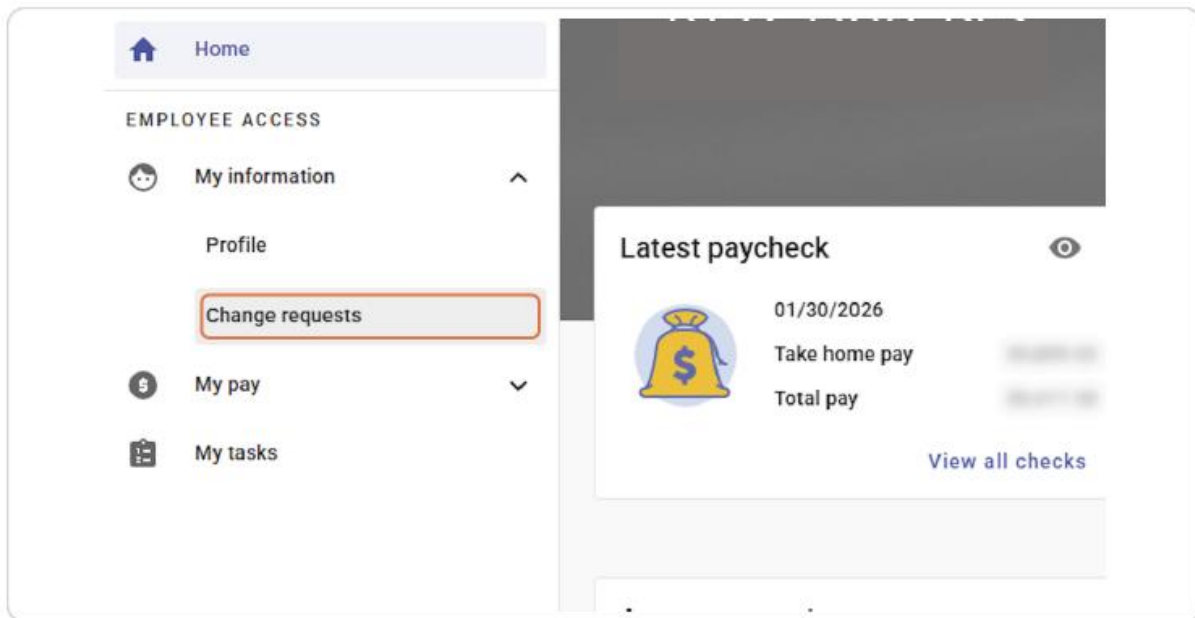
STEP 1

Click on My information



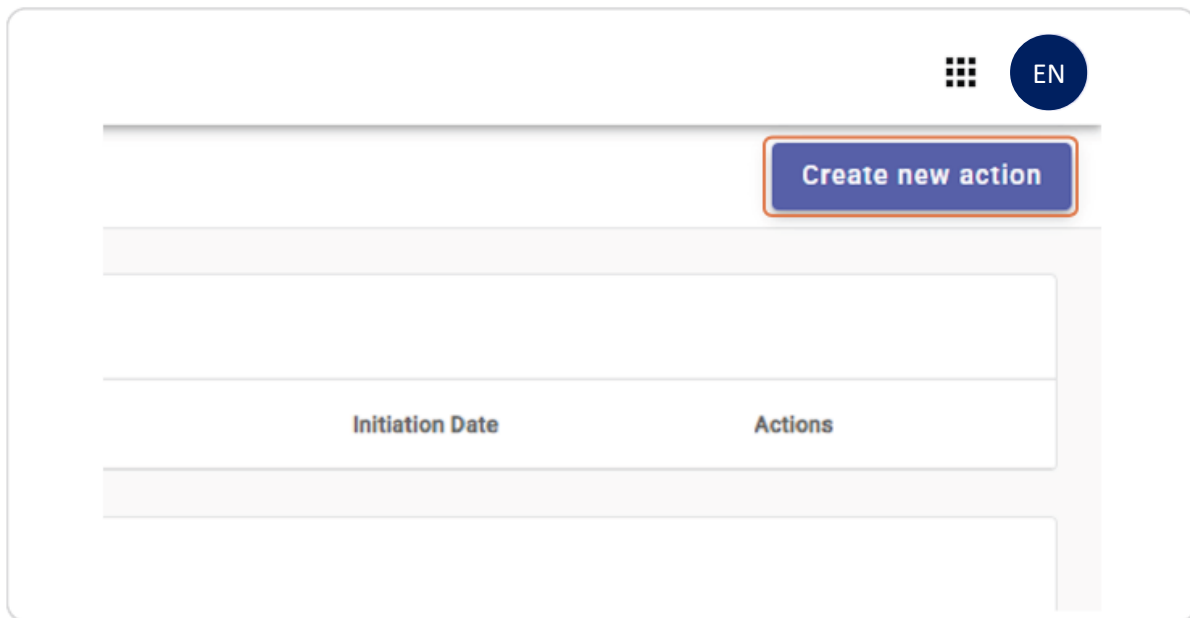
STEP 2

Click on Change requests



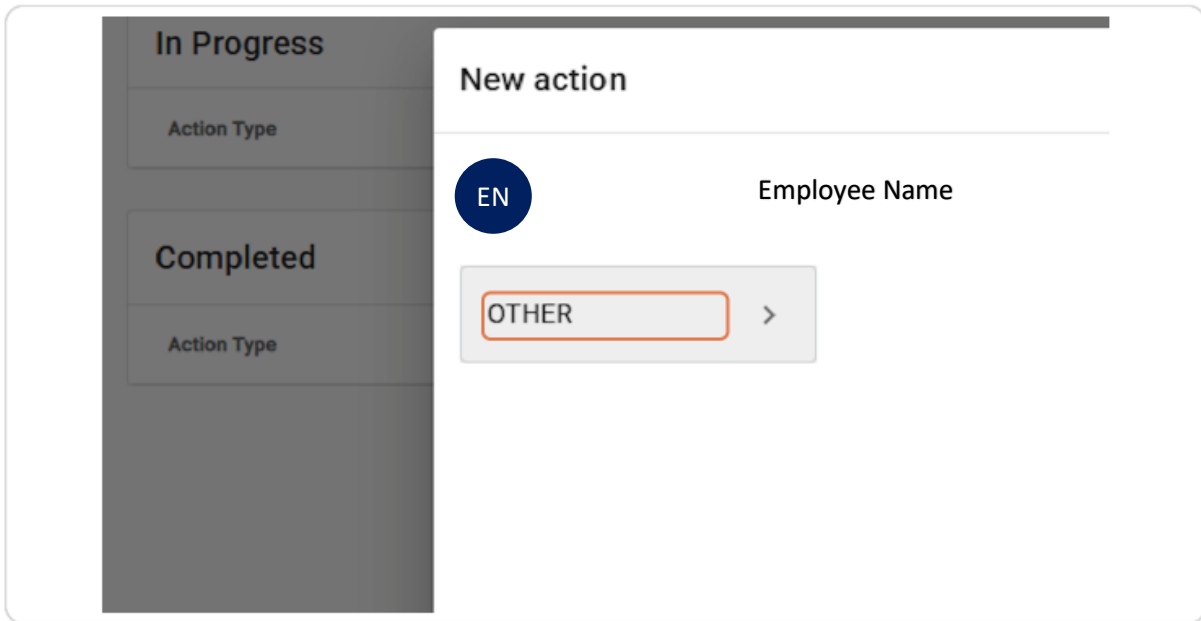
STEP 3

Click on Create new action



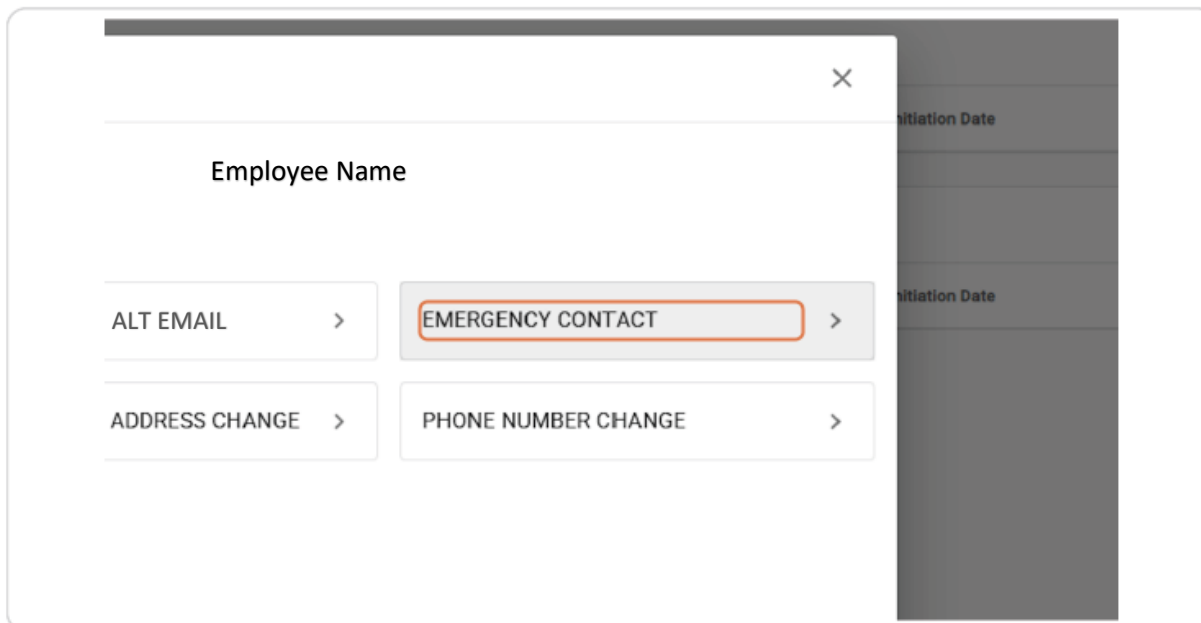
STEP 4

Click on OTHER



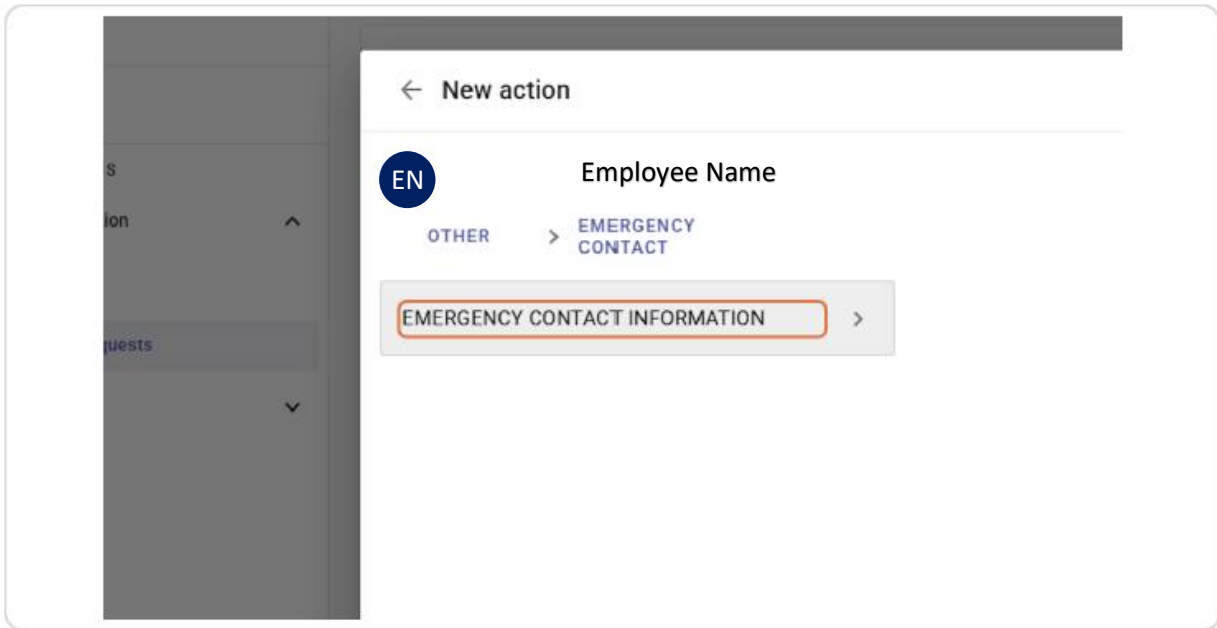
STEP 5

Click on EMERGENCY CONTACT



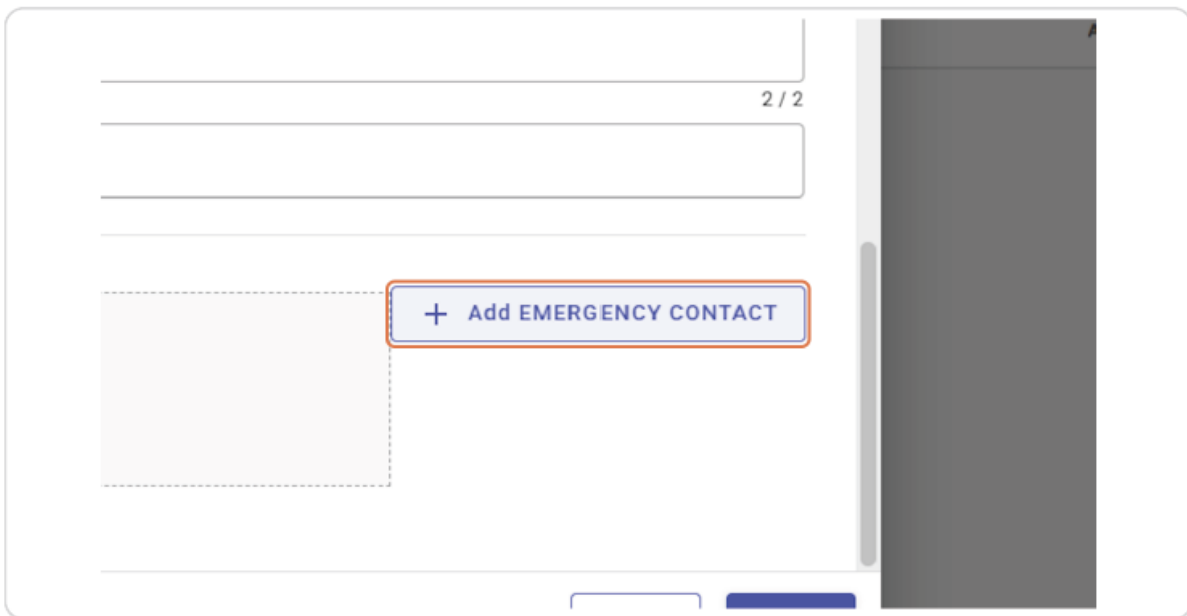
STEP 6

Click on EMERGENCY CONTACT INFORMATION



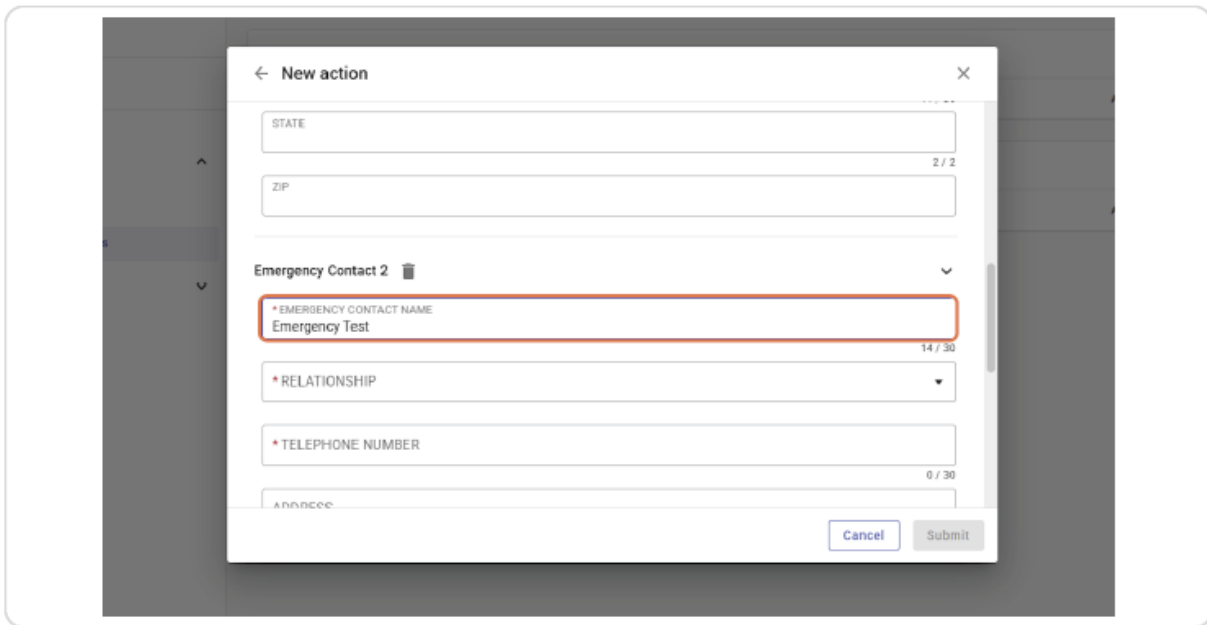
STEP 7

Click on Add EMERGENCY CONTACT



STEP 8

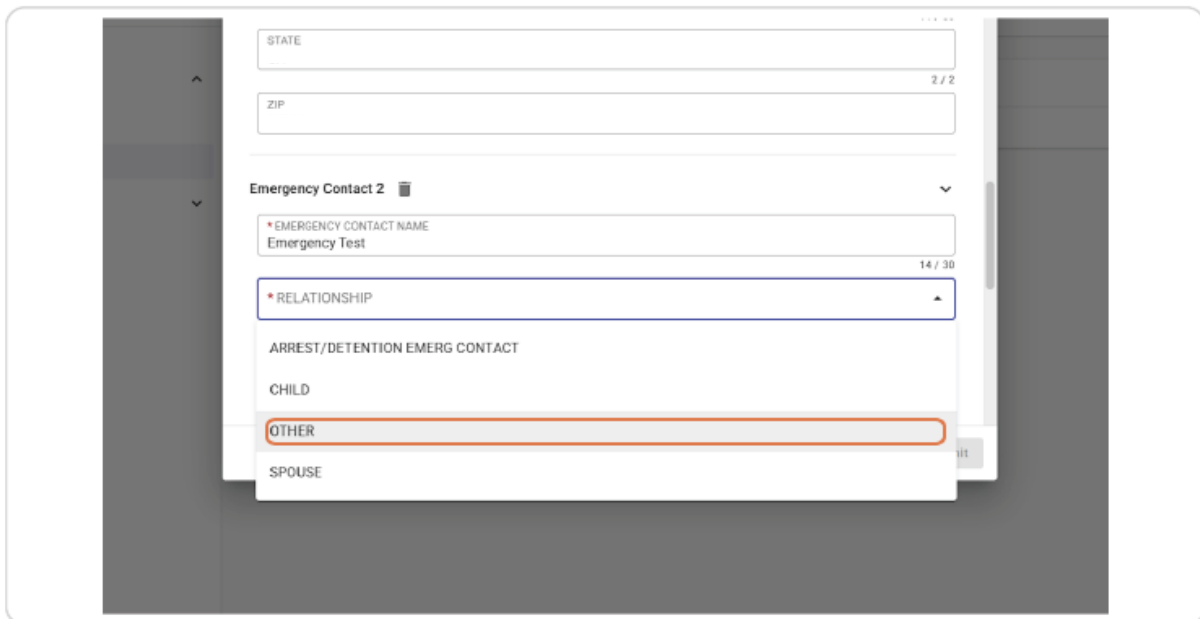
Type the name of your "Emergency Contact"



The screenshot shows a mobile application interface for adding a new emergency contact. The form is titled "New action" and includes fields for "STATE" (2 / 2), "ZIP", and "Emergency Contact 2". The "Emergency Contact 2" section is expanded, showing a list of fields: "* EMERGENCY CONTACT NAME" (14 / 30), "* RELATIONSHIP", "* TELEPHONE NUMBER" (0 / 30), and "ADDRESS". The "EMERGENCY CONTACT NAME" field is highlighted with a red border and contains the text "Emergency Test". At the bottom right, there are "Cancel" and "Submit" buttons.

STEP 9

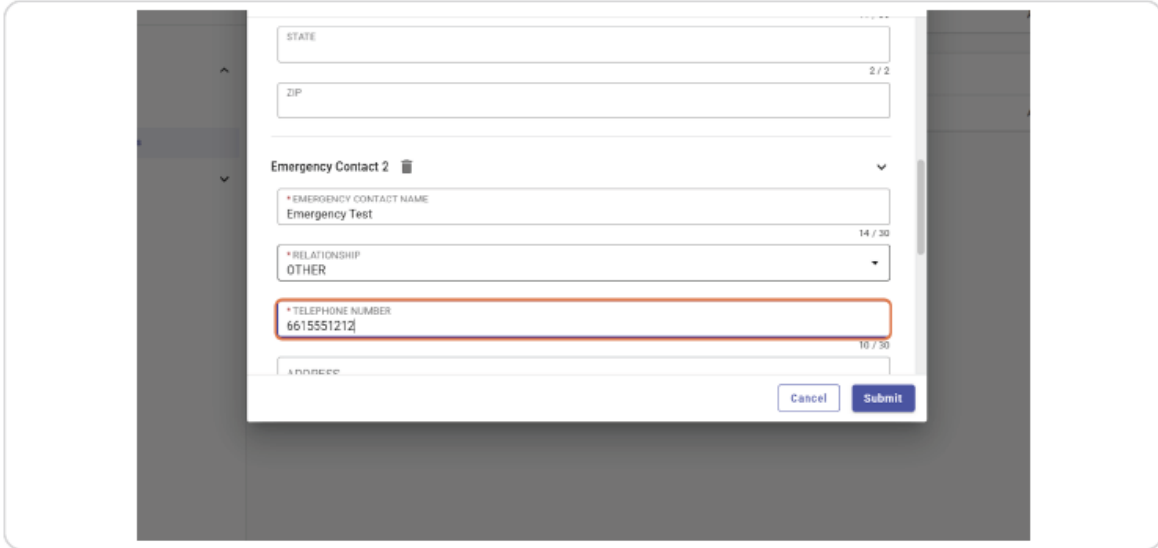
Select the "Relationship" of your emergency contact.



The screenshot shows the same "New action" form as in Step 8, but with the "RELATIONSHIP" dropdown menu open. The dropdown menu lists several options: "ARREST/DETENTION EMERG CONTACT", "CHILD", "OTHER" (highlighted with a red border), and "SPOUSE". The "EMERGENCY CONTACT NAME" field still contains "Emergency Test".

STEP 10

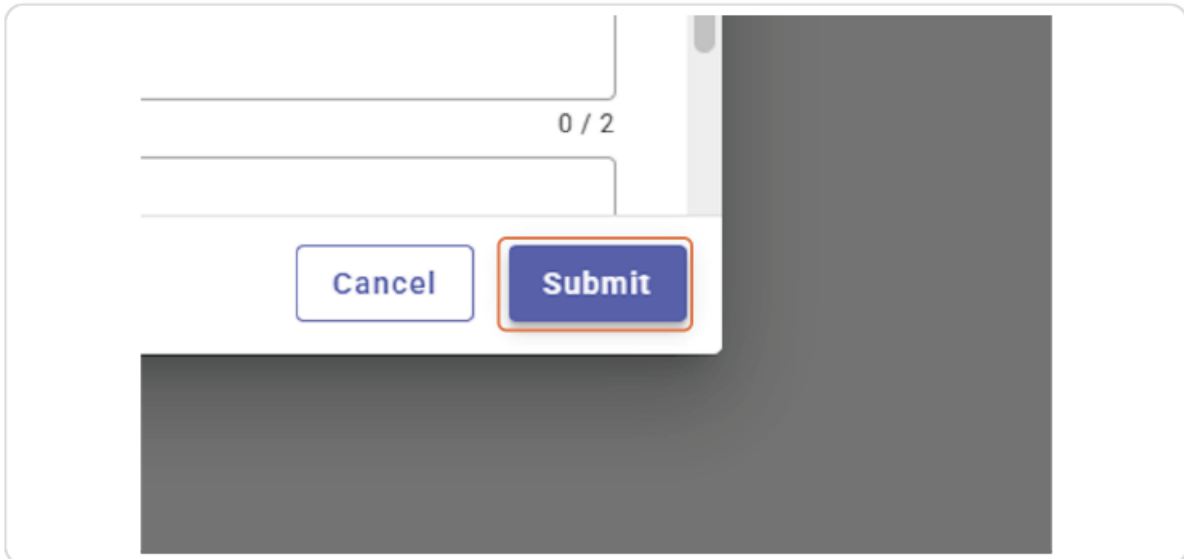
Enter the phone number of your emergency contact. Important Note: The number ONLY format must be as follows: XXXXXXXXXX. Do not enter any additional characters or a leading "1". You may enter an address in the following lines however, an address is not required.



A screenshot of a web form for adding an emergency contact. The form includes fields for STATE (2 / 2), ZIP, and ADDRESS. The 'Emergency Contact 2' section is expanded, showing fields for EMERGENCY CONTACT NAME (Emergency Test, 14 / 30), RELATIONSHIP (OTHER), and TELEPHONE NUMBER (6615551212, 10 / 30). The TELEPHONE NUMBER field is highlighted with a red border. At the bottom right, there are 'Cancel' and 'Submit' buttons.

STEP 11

Click on Submit



A close-up screenshot of the bottom right corner of the form. It shows two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red border, indicating it should be clicked.

STEP 12

Your request has been successfully submitted. Click "View action status" to see the status of your action request.

