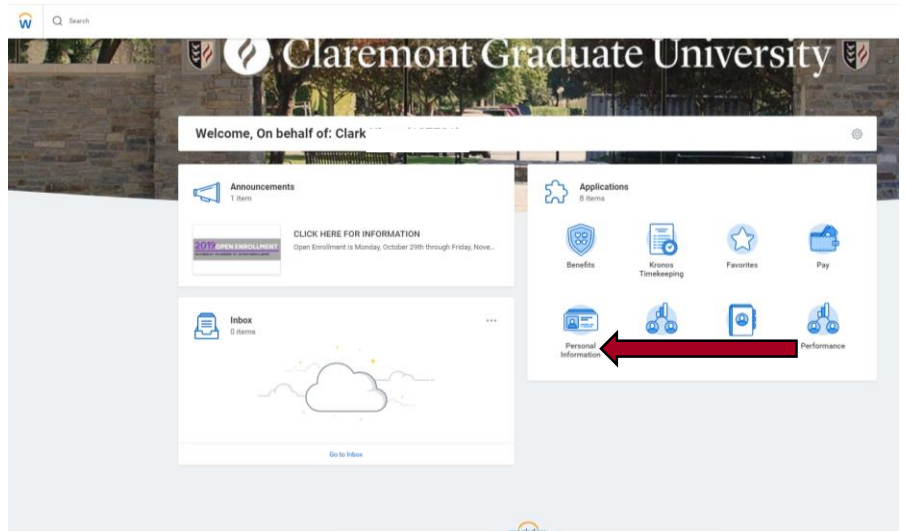
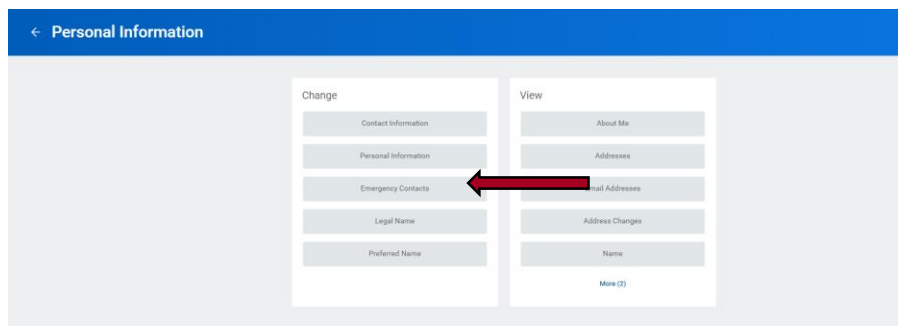


Add or Edit Emergency Contact Information

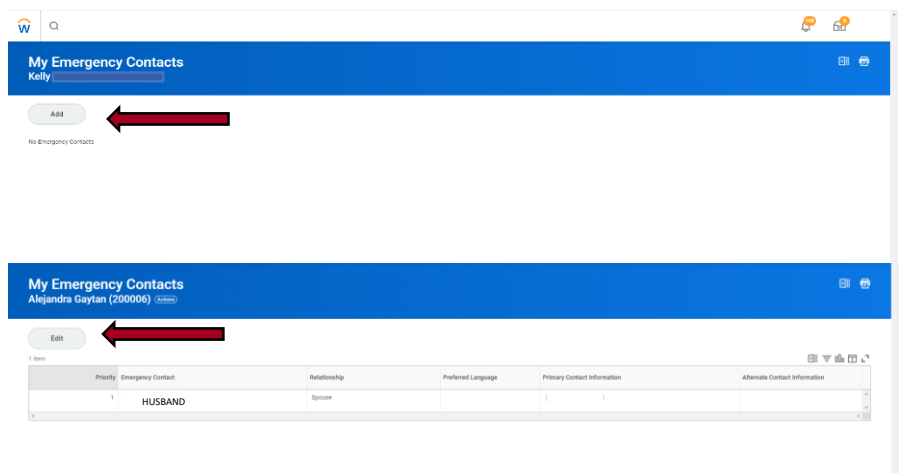
1 Login to [Workday](#)



2 Select the **Personal Information** Application



3 Select **Emergency Contacts**



4 If you don't have any Emergency contacts you will see the "Add" button, but if you already have an Emergency contact you will see an "Edit" button. Please click on "Edit or Add" to continue.

5 In the next page Primary Emergency Contact the Information will be grayed out until selecting the pencil icon.

Please note: Name, Relationship and Primary Phone Number are Mandatory fields. Once you complete the information Click on Submit.

