EMERGENCY CONTACT INFORMATION
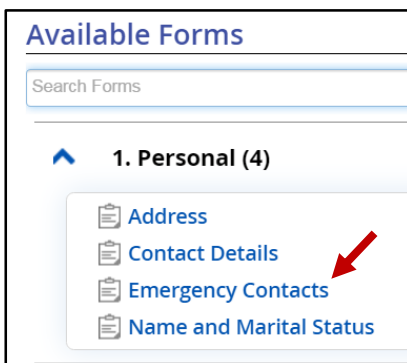
1. Login in to DayForce using your username and password.

2. You can access your Emergency Contact Information from **Forms** or **Profile & Settings**.
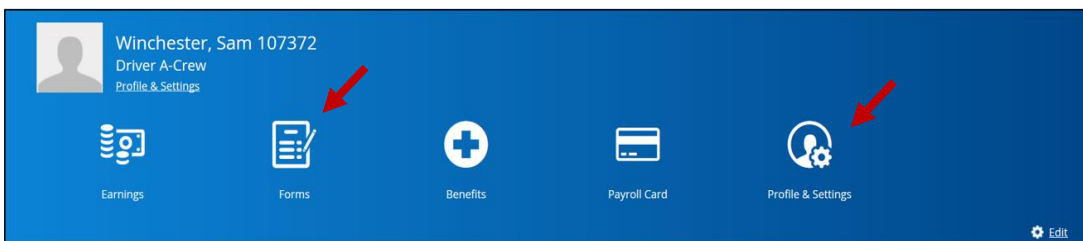
3. From the **Forms** screen, select Emergency Contacts.

4. This screen allows you to add an emergency contact. You will need to know their first and last name, select their relationship to you from the drop down menu and enter their contact information, then click Submit.

5. From the **Profile & Settings** page click on Edit

6. Enter your information and click on Save.