

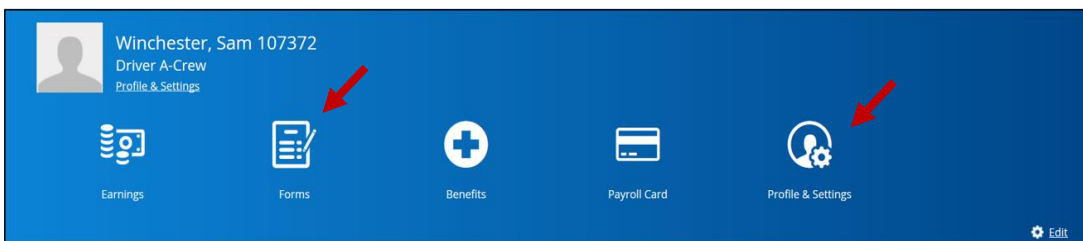
EMERGENCY CONTACT INFORMATION



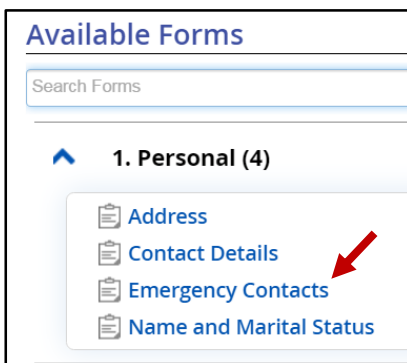
1. Login in to DayForce using your username and password.

The image shows the DayForce HCM login interface. At the top, it says "DAYFORCE | HCM". Below that are three input fields: "Company", "User Name", and "Password". A "Login" button is positioned below the password field. At the bottom, there is a link that says "Can't access your account?".

2. You can access your Emergency Contact Information from **Forms** or **Profile & Settings**.



3. From the **Forms** screen, select Emergency Contacts.



- 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.

Emergency Contacts

Winchester, Sam 107372
Status: Active Employee Number: 107372

Primary Emergency Contact

Below is your primary emergency contact. You can add new contact methods or update existing ones. Fields marked with an asterisk are required values.

First Name * Middle Name Last Name * Relationship *
Select an Option...

Phone Number Address Electronic Address

+ Add

Type *	Country Code	Phone Number *	Extension	Effective Start *	Effective End
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Secondary Emergency Contact

Comment
 Add comment to the employee's file.

Save Draft Submit Cancel Print

- From the **Profile & Settings** page click on Edit

Contact Information

Addresses Contact Information Edit Emergency Contacts Edit

Primary Residence Phone Numbers No emergency contact information available

- Enter your information and click on Save.

Emergency Contacts

Primary Emergency Contact +

First Name *
Last Name
Relationship *
Select an Option...
Email
Business Phone
Home Phone
Mobile Phone

Save Cancel