

Updating Emergency Contacts - ADP Vantage

STEP 1

• From your dashboard, click on your name in the upper right corner.



STEP 2

• Select "Profile".

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STEP 3

• From your profile, scroll down to the box titled "Emergency Contacts".



STEP 4

• Select "ADD" in the Emergency Contacts box.

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	Pay Info Rate \$XXX Reveal	 DEFAULT Imperial Avenue Division 100 16th Street San Diego, CA 92101 US
Emergency Contacts Image: No Emergency Contacts. It is important that you add your emergency contact info.	(VIEW	(VIEW
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	April ADP Admin Assistant II - Ops DEFAULT	Company Links



STEP 5

- The Primary emergency contact will be the first person you want contacted in the event of an emergency.
- Enter the emergency contact's first name and last name.

(BACK					Emerger	icy Contac	ts			
Primary										
FIRST NAME*				LAST NAME*				R TONSHIP*		
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					SAVE	CANCEL				

STEP 6

- In the "Relationship" box, use the dropdown to select the relationship you have with the emergency contact.
- In the "Type" box, use the dropdown to select the type of phone number you are entering for the emergency contact.

< BACK		Emergency Contacts		
RIMARY CONTACT				
FIRST NAME*	LAST NAME*		REATIONSHIP*	
Sue	Smith			~
				Q
			Roommate	•
TYPE*	NUMBER *		Son	
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		SAVE CANCEL		



STEP 7

- If you and your emergency contact live at the same home address, select "Same as my home address" and then select "SAVE" and move to Step 9.
- If you and your emergency contact live at different home addresses, see Step 8.

K BACK				E	mergeno	cy Contact	S			
PRIMARY CONTACT										
FIRST NAME*				LAST NAME*				RELATIONSHIP*		
Sue				Smith				Spouse		× •
TYPE*	0	OUNTRY		NUMBER *						
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					SAVE	CANCEL				

STEP 8

- If you and your emergency contact live at different home addresses, add the emergency contact's address.
- Select "SAVE".

				Emerger	icy contacts		
RIMARY CONTACT							
FIRST NAME*				LAST NAME*		RELATION SHEP*	
Sue				Smith		Spouse	×
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Step 9

- Congratulations! Your emergency contact has been saved!
- From this screen, you may "EDIT" or "DELETE" emergency contacts.
- From this screen, you may also add additional emergency contacts by selecting "ADD A CONTACT".

< BACK	Em	ergency Contacts (1)	
Primary Contact Smith, Sue			<i>⊘</i> EDIT
RELATIONSHIP Spouse	PRIMARY PHONE (619) 555-5555	ADDRESS 1234 San Diego Avenue San Diego, CA 92101 US	
		ADD A CONTACT	

Step 10

• Your emergency contact(s) are now viewable from your profile page.

Emergency Contacts Sue Smith, Spouse (619) 555-5555 • VIEW	Pay Info Rate \$XXXX	 DEFAULT Imperial Avenue Division 100 16th Street San Diego, CA 92101 US VIEW
Talent Q Career Search	Org Chart Wike ADPmanager Default Manager DEFAULT April ADP Admin Assistant II - Ops DEFAULT MILEW IN ORGCHART	My Documents There are currently no document categories assigned to you. Please contact your HR representative. Company Link s Tax Changes