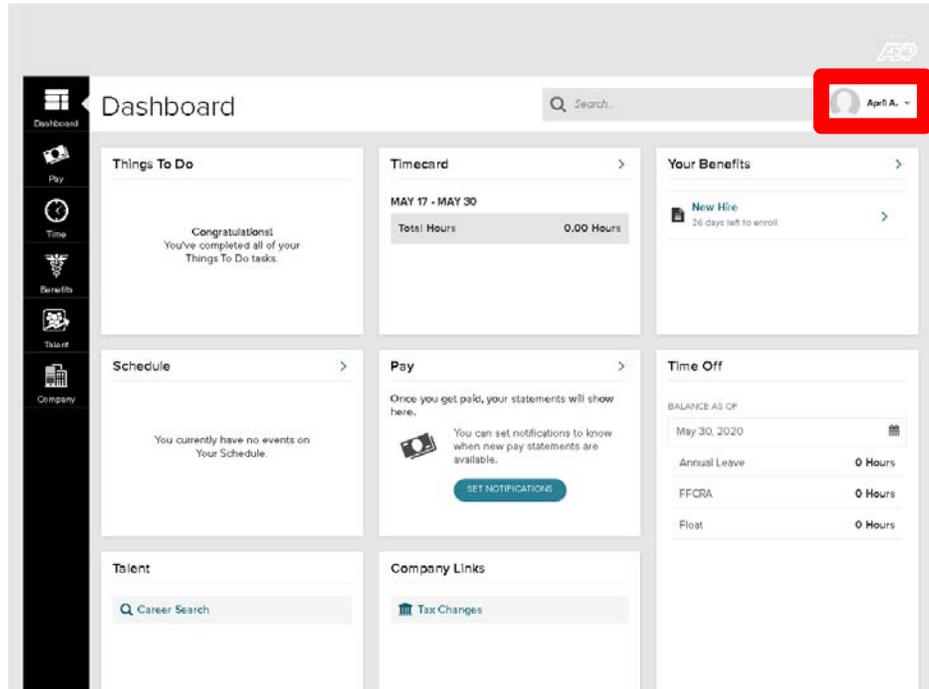


Updating Emergency Contacts - ADP Vantage

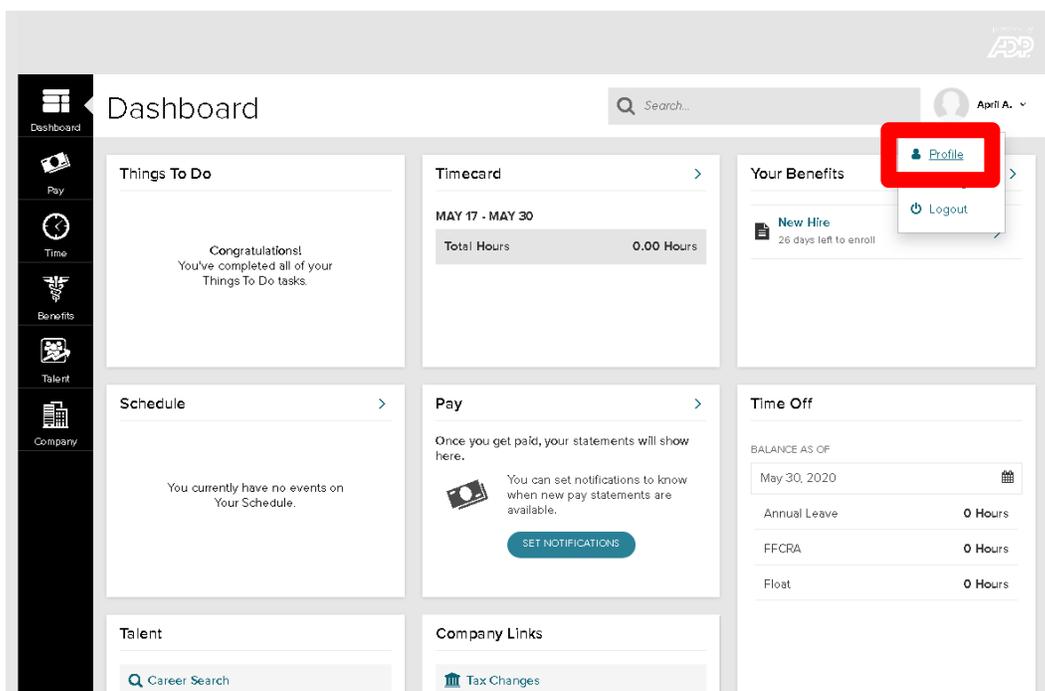
STEP 1

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



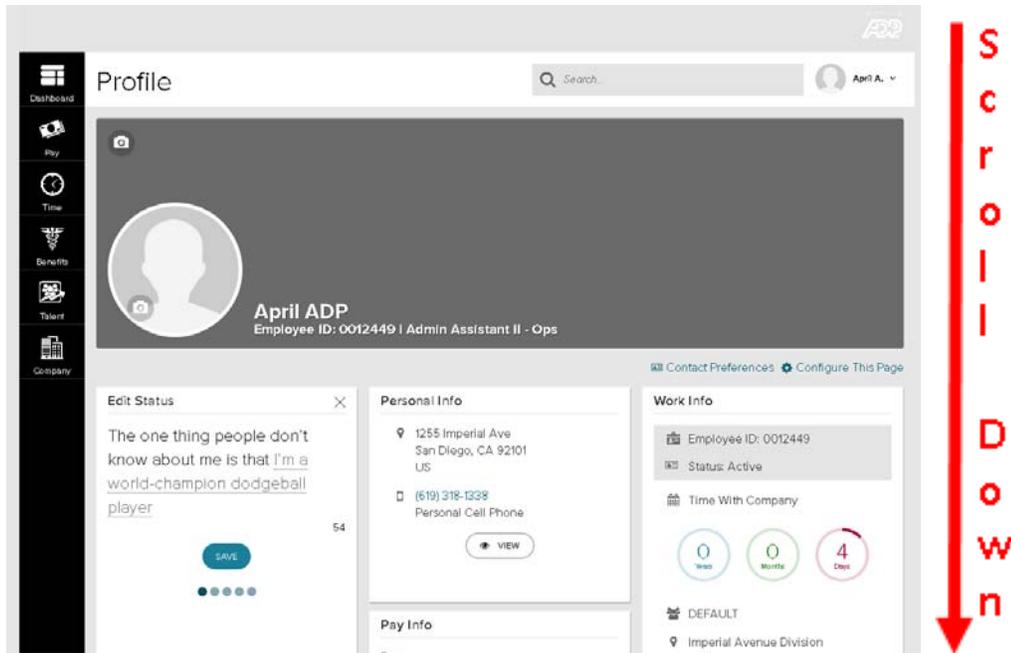
STEP 2

- Select "Profile".



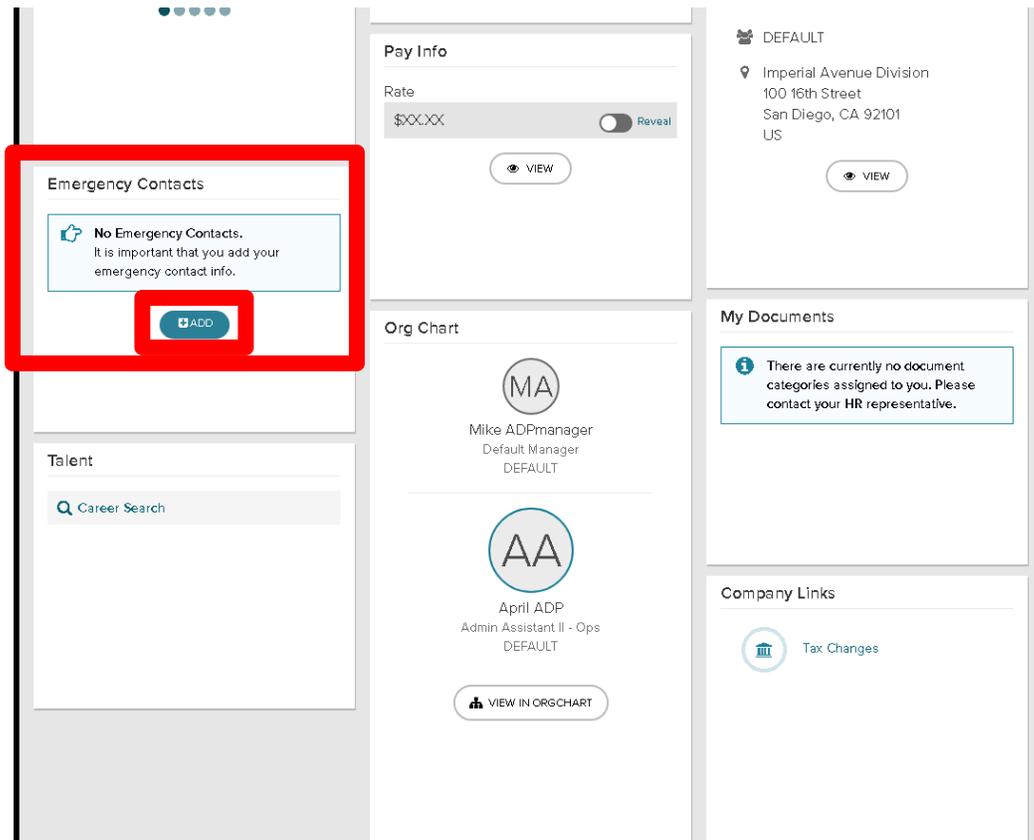
STEP 3

- From your profile, scroll down to the box titled “Emergency Contacts”.



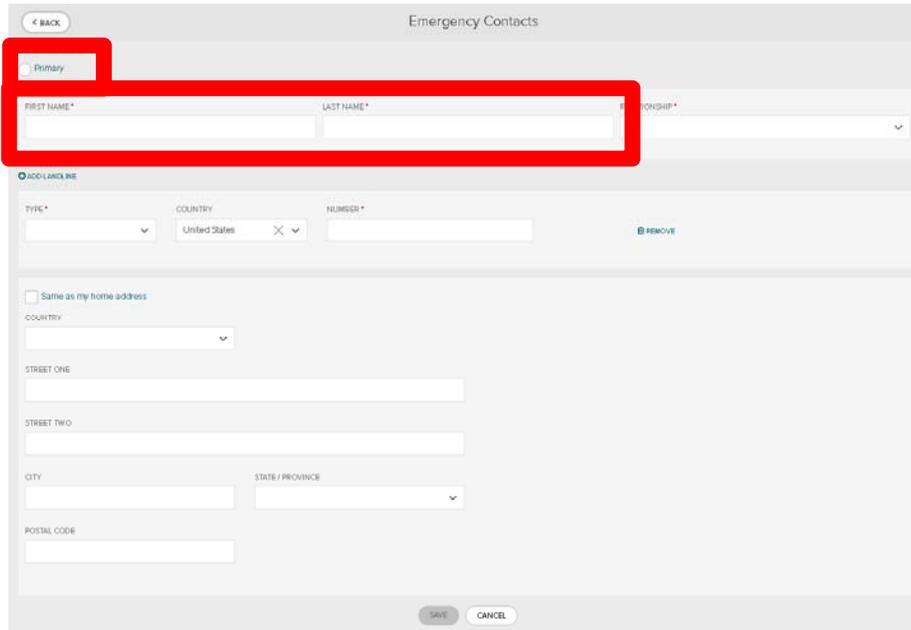
STEP 4

- Select “ADD” in the Emergency Contacts box.



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.



Emergency Contacts

< BACK

Primary

FIRST NAME* LAST NAME* RELATIONSHIP*

ADD LANDLINE

TYPE* COUNTRY NUMBER* REMOVE

United States

Same as my home address

COUNTRY

STREET ONE

STREET TWO

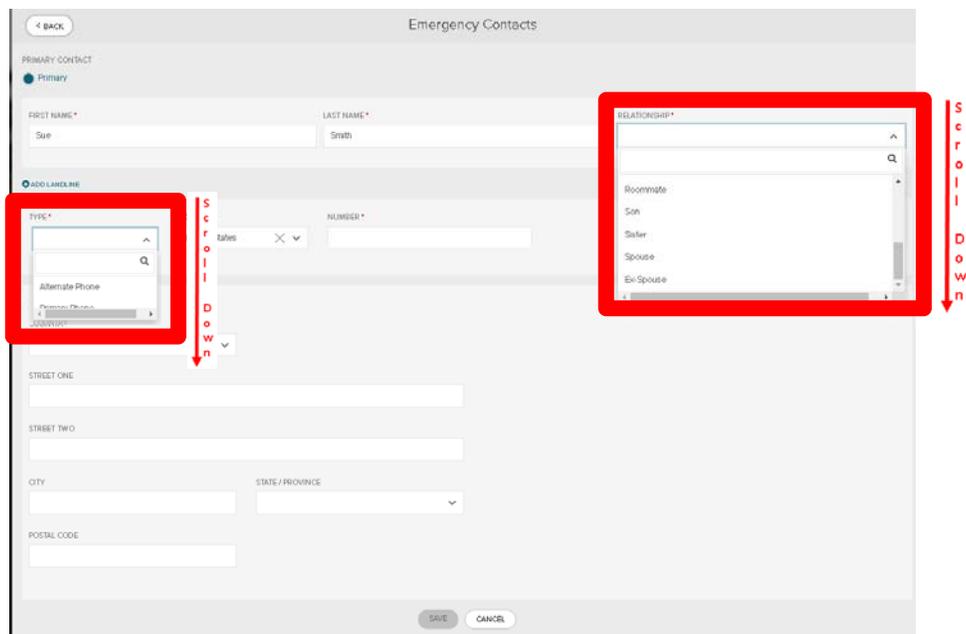
CITY STATE / PROVINCE

POSTAL CODE

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.



Emergency Contacts

< BACK

PRIMARY CONTACT

Primary

FIRST NAME* LAST NAME* RELATIONSHIP*

Sue Smith

ADD LANDLINE

TYPE* COUNTRY NUMBER* REMOVE

United States

Same as my home address

COUNTRY

STREET ONE

STREET TWO

CITY STATE / PROVINCE

POSTAL CODE

SAVE CANCEL

Alternate Phone

Personal Phone

Roommate

Son

Sister

Spouse

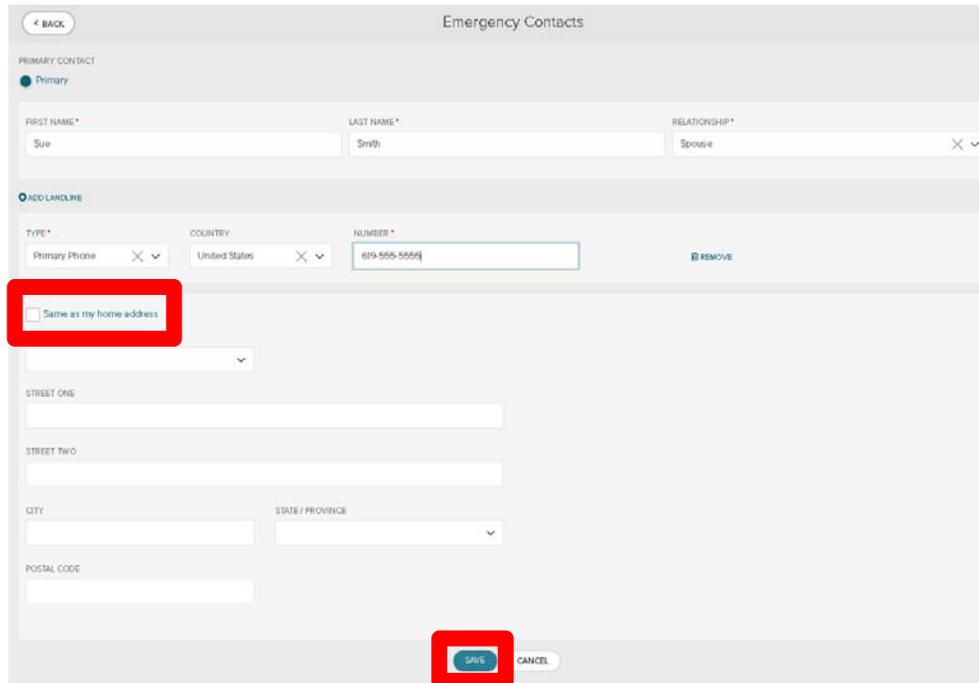
Ex-Spouse

Scroll Down

Scroll Down

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.



Emergency Contacts

PRIMARY CONTACT

Primary

FIRST NAME* Sue LAST NAME* Smith RELATIONSHIP* Spouse

ADD LANDLINE

TYPE* Primary Phone COUNTRY* United States NUMBER* 619-555-5555 REMOVE

Same as my home address

STREET ONE

STREET TWO

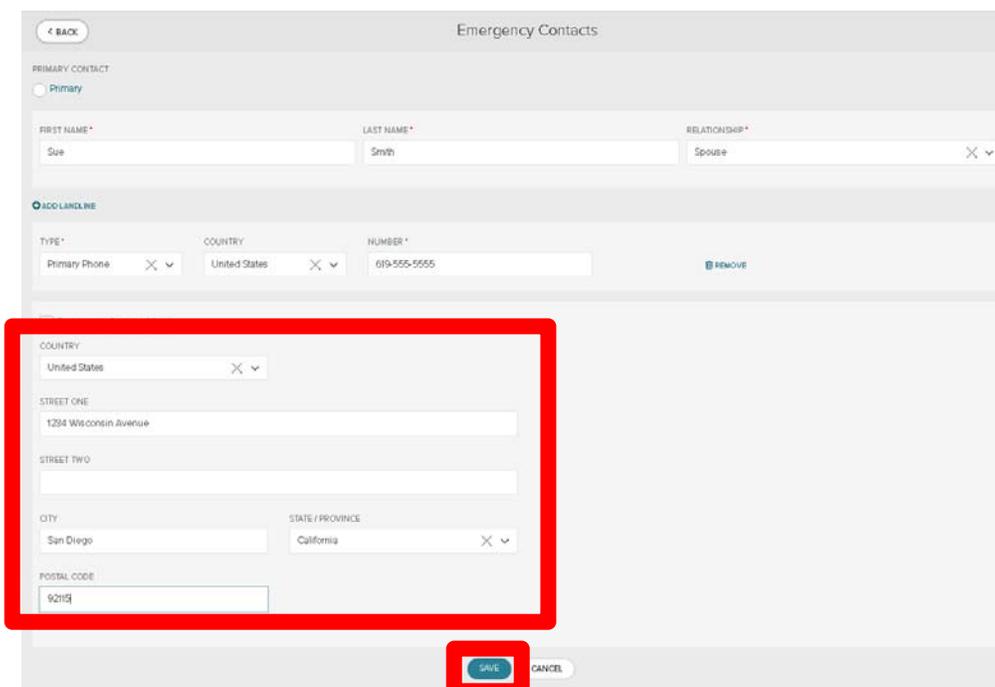
CITY STATE / PROVINCE

POSTAL CODE

SAVE CANCEL

STEP 8

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



Emergency Contacts

PRIMARY CONTACT

Primary

FIRST NAME* Sue LAST NAME* Smith RELATIONSHIP* Spouse

ADD LANDLINE

TYPE* Primary Phone COUNTRY* United States NUMBER* 619-555-5555 REMOVE

COUNTRY* United States

STREET ONE 1294 Wisconsin Avenue

STREET TWO

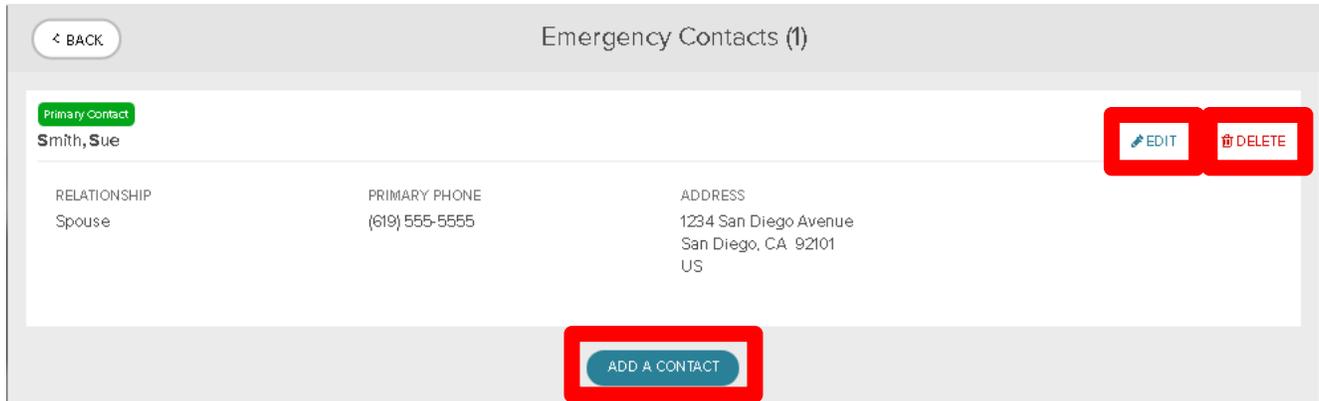
CITY San Diego STATE / PROVINCE California

POSTAL CODE 92115

SAVE CANCEL

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”.



Emergency Contacts (1)

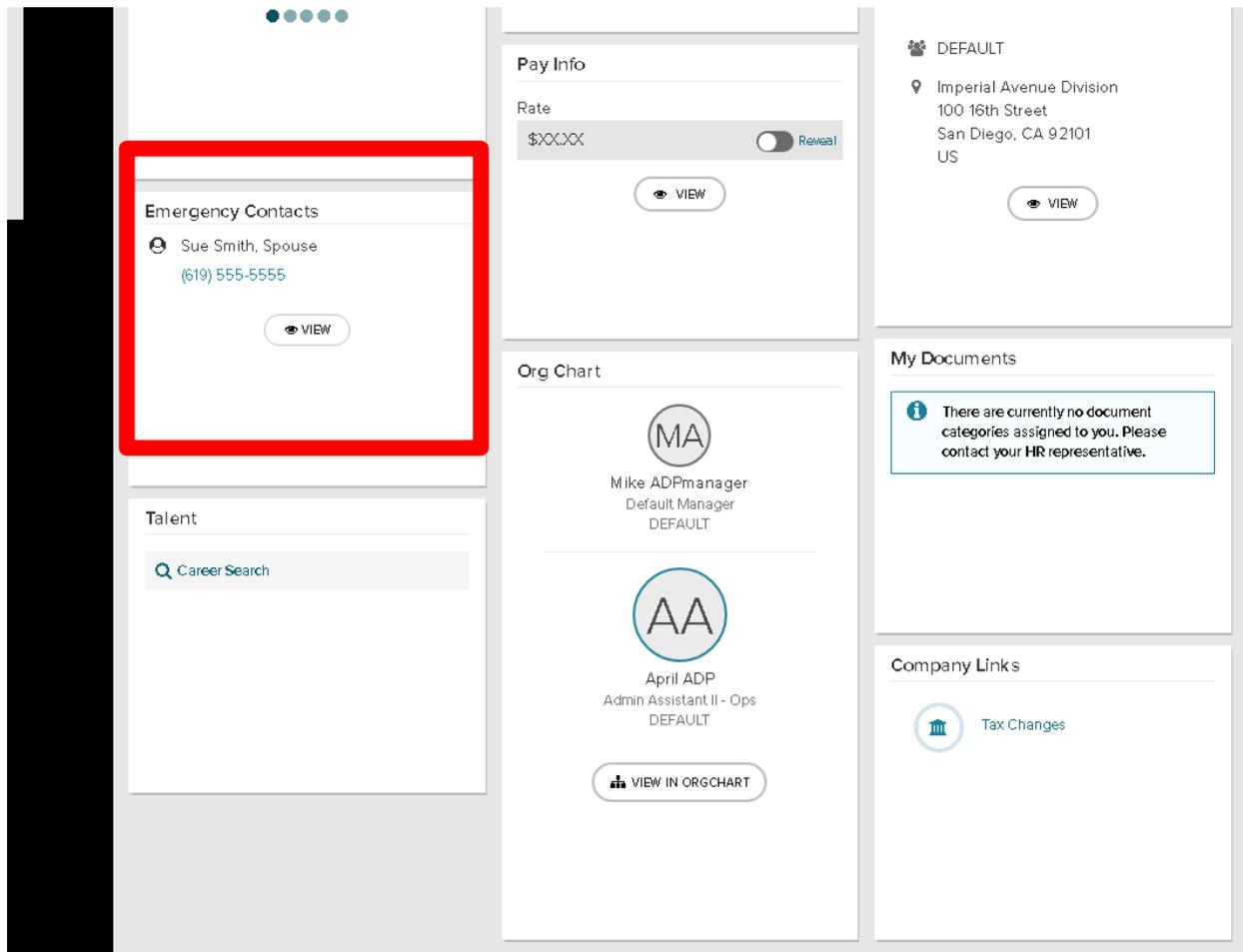
Primary Contact
Smith, Sue

RELATIONSHIP	PRIMARY PHONE	ADDRESS
Spouse	(619) 555-5555	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
\$XXXXX Reveal

VIEW

Org Chart

MA
Mike ADPmanager
Default Manager
DEFAULT

AA
April ADP
Admin Assistant II - Ops
DEFAULT

VIEW IN ORGCHART

My Documents

There are currently no document categories assigned to you. Please contact your HR representative.

Company Links

Tax Changes