Use this task to update your emergency contact(s) in the UCPath Portal.

**Dashboard Navigation:**
Personal Information > **Personal Information Summary**

**Menu Navigation:**
Employee Actions > Personal Information > **Personal Information Summary**

**Note:** This example uses portal images as seen on a computer. Portal images appear differently on a tablet or smartphone, but the steps remain the same.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In this example, add an emergency contact. Click the <strong>Expand section Emergency Contacts</strong> button.</td>
</tr>
</tbody>
</table>
### Step 2. 
Click the **Change Emergency Contacts** button.

### Step 3. 
Click the **Add** button.
### Step 4
Click in the **Contact Name** field.

### Step 5
Enter the desired information into the **Contact Name** field. For this example, enter **William Nakane**.

### Step 6
Click the button to the right of the **Relationship to Employee** field.

### Step 7
Select the option that indicates the contact's relationship to you.
For this example click the **Parent** list item.
**Step** | **Action**
---|---
8. | You must specify one contact as your primary contact.
   
   Click the **Set as my primary contact** option.
   ```
   Set as my primary contact
   ```
9. | If the emergency contact has the same address as you, click the **Use Employee Address** option. You can then select an address from your address list.
   
   For this example, the emergency contact has a different address.
10. | Click the **Edit Address** button.
   ```
   EDIT ADDRESS
   ```
### UCPath Task: Update My Emergency Contact

**Step** | **Action**
---|---
11. | Click in the **Address 1** field.
12. | Enter the desired information into the **Address 1** field. For this example, enter **123 Main Street**.
13. | Enter the desired information into the **City** field. For this example, enter **Oakland**.
14. | Click in the **State** field.
15. | Enter the desired information into the **State** field. For this example, enter **CA**.
16. | Click in the **Postal** field.
17. | Enter the desired information into the field. For this example, enter **94612**.
18. | Click the **OK** button.

---

**UCPath**

**Update My Emergency Contact**

---

**Step** | **Action**
---|---
11. | Click in the **Address 1** field.
12. | Enter the desired information into the **Address 1** field. For this example, enter **123 Main Street**.
13. | Enter the desired information into the **City** field. For this example, enter **Oakland**.
14. | Click in the **State** field.
15. | Enter the desired information into the **State** field. For this example, enter **CA**.
16. | Click in the **Postal** field.
17. | Enter the desired information into the field. For this example, enter **94612**.
18. | Click the **OK** button.

---

**UCPath**

**Update My Emergency Contact**

---

**Step** | **Action**
---|---
11. | Click in the **Address 1** field.
12. | Enter the desired information into the **Address 1** field. For this example, enter **123 Main Street**.
13. | Enter the desired information into the **City** field. For this example, enter **Oakland**.
14. | Click in the **State** field.
15. | Enter the desired information into the **State** field. For this example, enter **CA**.
16. | Click in the **Postal** field.
17. | Enter the desired information into the field. For this example, enter **94612**.
18. | Click the **OK** button.

---

**UCPath**

**Update My Emergency Contact**

---

**Step** | **Action**
---|---
11. | Click in the **Address 1** field.
12. | Enter the desired information into the **Address 1** field. For this example, enter **123 Main Street**.
13. | Enter the desired information into the **City** field. For this example, enter **Oakland**.
14. | Click in the **State** field.
15. | Enter the desired information into the **State** field. For this example, enter **CA**.
16. | Click in the **Postal** field.
17. | Enter the desired information into the field. For this example, enter **94612**.
18. | Click the **OK** button.

---

**UCPath**

**Update My Emergency Contact**

---

**Step** | **Action**
---|---
11. | Click in the **Address 1** field.
12. | Enter the desired information into the **Address 1** field. For this example, enter **123 Main Street**.
13. | Enter the desired information into the **City** field. For this example, enter **Oakland**.
14. | Click in the **State** field.
15. | Enter the desired information into the **State** field. For this example, enter **CA**.
16. | Click in the **Postal** field.
17. | Enter the desired information into the field. For this example, enter **94612**.
18. | Click the **OK** button.

---

**UCPath**

**Update My Emergency Contact**

---

**Step** | **Action**
---|---
11. | Click in the **Address 1** field.
12. | Enter the desired information into the **Address 1** field. For this example, enter **123 Main Street**.
13. | Enter the desired information into the **City** field. For this example, enter **Oakland**.
14. | Click in the **State** field.
15. | Enter the desired information into the **State** field. For this example, enter **CA**.
16. | Click in the **Postal** field.
17. | Enter the desired information into the field. For this example, enter **94612**.
18. | Click the **OK** button.

---

**UCPath**

**Update My Emergency Contact**

---

**Step** | **Action**
---|---
11. | Click in the **Address 1** field.
12. | Enter the desired information into the **Address 1** field. For this example, enter **123 Main Street**.
13. | Enter the desired information into the **City** field. For this example, enter **Oakland**.
14. | Click in the **State** field.
15. | Enter the desired information into the **State** field. For this example, enter **CA**.
16. | Click in the **Postal** field.
17. | Enter the desired information into the field. For this example, enter **94612**.
18. | Click the **OK** button.

---

**UCPath**

**Update My Emergency Contact**

---

**Step** | **Action**
---|---
11. | Click in the **Address 1** field.
12. | Enter the desired information into the **Address 1** field. For this example, enter **123 Main Street**.
13. | Enter the desired information into the **City** field. For this example, enter **Oakland**.
14. | Click in the **State** field.
15. | Enter the desired information into the **State** field. For this example, enter **CA**.
16. | Click in the **Postal** field.
17. | Enter the desired information into the field. For this example, enter **94612**.
18. | Click the **OK** button.

---

**UCPath**

**Update My Emergency Contact**

---

**Step** | **Action**
---|---
11. | Click in the **Address 1** field.
12. | Enter the desired information into the **Address 1** field. For this example, enter **123 Main Street**.
13. | Enter the desired information into the **City** field. For this example, enter **Oakland**.
14. | Click in the **State** field.
15. | Enter the desired information into the **State** field. For this example, enter **CA**.
16. | Click in the **Postal** field.
17. | Enter the desired information into the field. For this example, enter **94612**.
18. | Click the **OK** button.

---

**UCPath**

**Update My Emergency Contact**

---

**Step** | **Action**
---|---
11. | Click in the **Address 1** field.
12. | Enter the desired information into the **Address 1** field. For this example, enter **123 Main Street**.
13. | Enter the desired information into the **City** field. For this example, enter **Oakland**.
14. | Click in the **State** field.
15. | Enter the desired information into the **State** field. For this example, enter **CA**.
16. | Click in the **Postal** field.
17. | Enter the desired information into the field. For this example, enter **94612**.
18. | Click the **OK** button.
### UCPath Task: Update My Emergency Contact

#### Step 19
Click the scroll bar.

#### Step 20
If the emergency contact has the same phone number as you, click the **Use Employee Phone Number** option. You can then select a number from your phone number list.

For this example, the emergency contact has a different phone number.

#### Step 21
Click in the **Telephone** field.

#### Step 22
Enter the desired information into the field. For this example, enter **951/239/1234**.
Step | Action
---|---
23. | In this example, add a second phone number for your emergency contact. Click the **Add Number** button.

---

Step | Action
---|---
24. | Click the button to the right of the *Select an Option* field. 

![](image1.png)

25. | For this example click the **Mobile - Personal** list item. 

![](image2.png)
Step | Action
--- | ---
26. | Enter the desired information into the field. For this example, enter **951-239-1973**.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>27.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>28.</td>
<td>A confirmation message appears. Click the <strong>Save</strong> button.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>29.</td>
<td>You have updated your emergency contact(s) in the UCPath Portal. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>