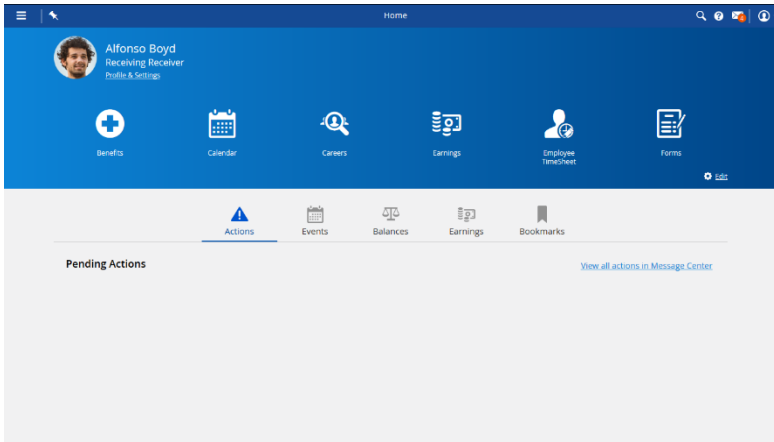

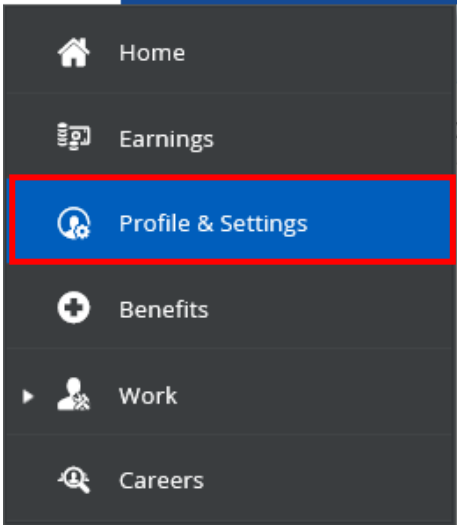
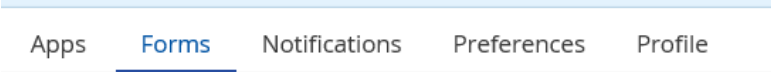
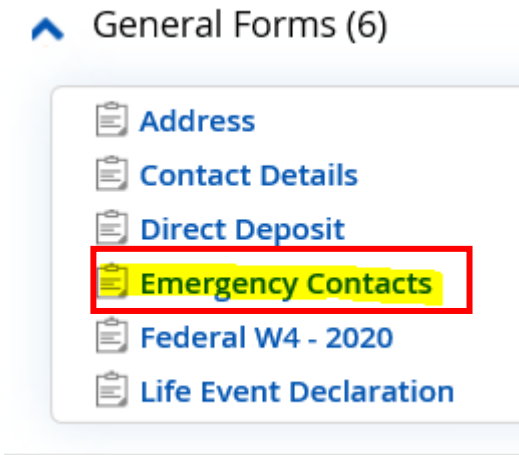




How to	Enter an Emergency Contact
<p>Entering an emergency contact</p>	
<p>Click the Menu button.</p>	

How to	Enter an Emergency Contact
<p>Click the Profile & Settings button.</p>	 <p>A screenshot of a mobile application's main menu. The menu items are: Home (with a house icon), Earnings (with a document icon), Profile & Settings (with a person and gear icon, highlighted with a red border), Benefits (with a plus sign icon), Work (with a person and arrow icon), and Careers (with a magnifying glass icon).</p>
<p>Click the Forms tab.</p>	 <p>A screenshot of a mobile application's tab bar. The tabs are: Apps, Forms (selected with a blue underline), Notifications, Preferences, and Profile.</p>
<p>Click the Emergency Contacts link.</p>	 <p>A screenshot of a mobile application showing a list of forms under the heading 'General Forms (6)'. The list items are: Address, Contact Details, Direct Deposit, Emergency Contacts (highlighted with a red border), Federal W4 - 2020, and Life Event Declaration. Each item has a document icon to its left.</p>

<p>How to</p>	<p>Enter an Emergency Contact</p>
<p>Emergency Contacts</p> <p>You'll use this form to enter one or more emergency contacts in Dayforce.</p> <p>These are people who will be contacted in case of an emergency. It is very important that these contacts are up to date and accurate.</p>	<div data-bbox="625 363 1388 898"> <p>Emergency Contacts</p> <hr/> <p>Alfonso Boyd Status: Active Employee Number: 1848</p> <p>▼ Primary Emergency Contact</p> <p>Below is your primary emergency contact. You can add new cont</p> <p>First Name * Middle Name Last Name *</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p> </div>
<p>Enter the details of your primary emergency contact</p> <p>Click in the First Name field.</p>	<div data-bbox="862 1079 1135 1171"> <p>First Name *</p> <p><input type="text"/></p> </div>
<p>Enter the desired information into the First Name field.</p>	<div data-bbox="862 1379 1135 1472"> <p>First Name *</p> <p><input type="text"/></p> </div>
<p>Click in the Last Name field.</p>	<div data-bbox="862 1589 1135 1682"> <p>Last Name *</p> <p><input type="text"/></p> </div>

How to	Enter an Emergency Contact
Enter the desired information into the Last Name field.	<div style="text-align: right;"> Last Name * <input type="text"/> </div>
Indicate the relationship to this person. Click the Relationship list.	<div style="text-align: right;"> Relationship * <input type="text" value="Select an Option..."/> </div>
Click the correct relationship from the list item.	<div style="text-align: right;"> Relationship * <input type="text" value="Select an Option..."/> <ul style="list-style-type: none"> Adult Child Child Common Law Domestic Partner Adult Domestic Partner Child Employee Estate ExSpouse Foster Child Friend </div>
Enter the mobile phone number Click the Add button.	<div style="text-align: right;"> Phone Number <hr style="border: 1px solid blue;"/> <div style="border: 2px solid red; padding: 2px; display: inline-block;"> + Add </div> </div>

Last Name *

Relationship *

Relationship *

- Adult Child
- Child
- Common Law
- Domestic Partner Adult
- Domestic Partner Child
- Employee
- Estate
- ExSpouse
- Foster Child
- Friend

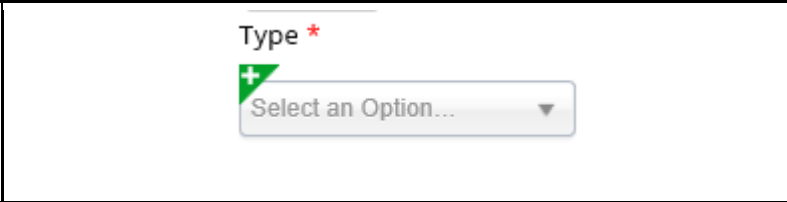
Phone Number

+ Add

Type *

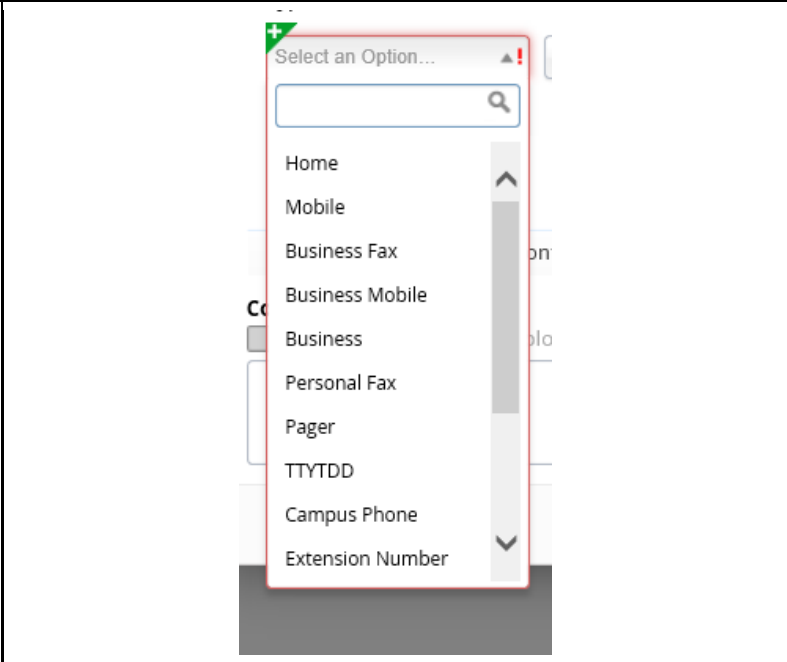
How to **Enter an Emergency Contact**

Click the **Type** list.



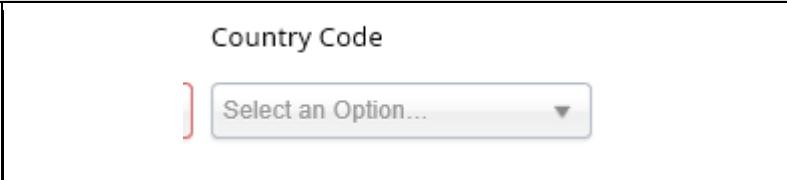
How to **Enter an Emergency Contact**

Click the correct phone type from the list item.



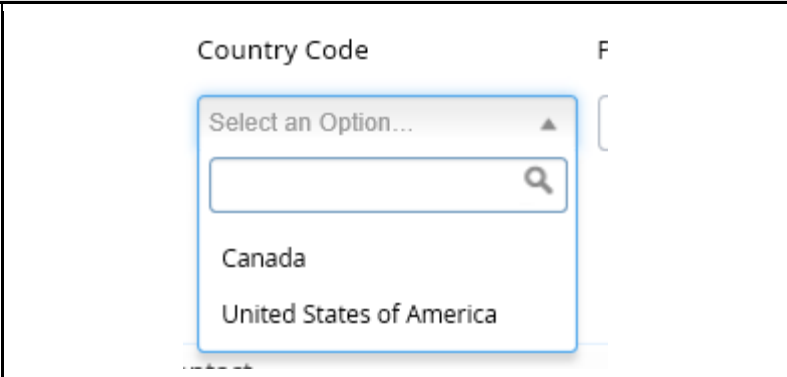
How to **Enter an Emergency Contact**

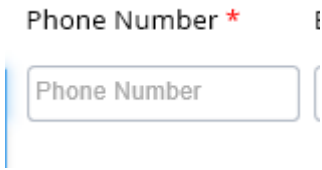
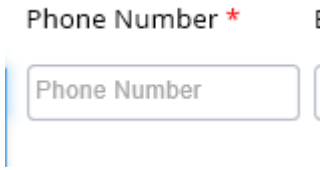



Click the **Country Code** list.

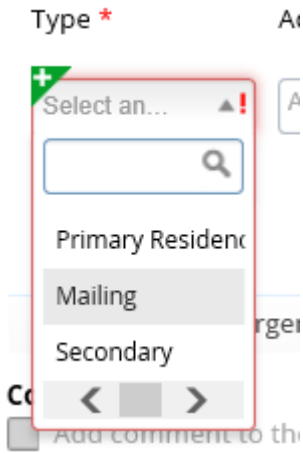


How to **Enter an Emergency Contact**

Click the **United States of America** list item.



How to	Enter an Emergency Contact
Click Phone Number .	
Enter the desired information into the Phone Number field.	
Enter the address Click Address .	
Click the Add button.	
Click the Type list.	

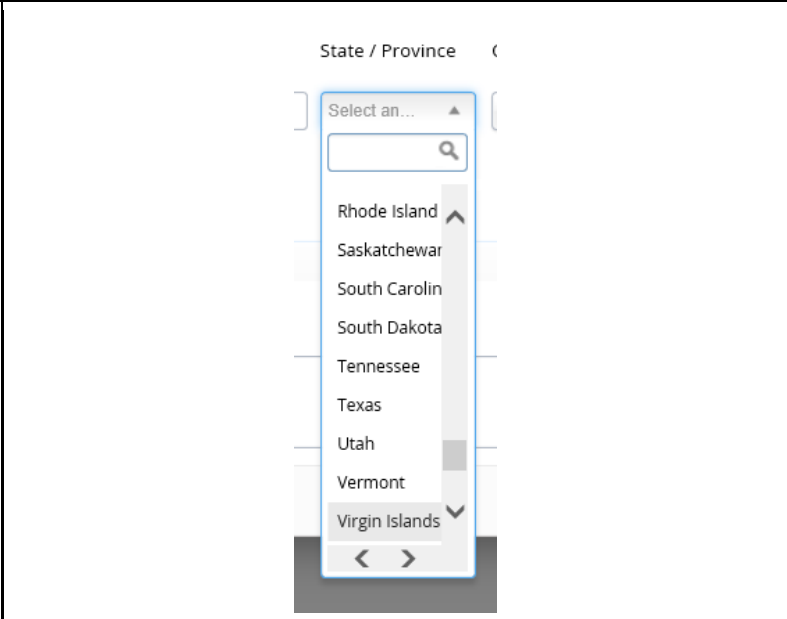
How to	Enter an Emergency Contact
<p>Click the correct address type from the list item.</p>	 <p>Type * At</p> <p>Select an... ▲ !</p> <p>Primary Residence</p> <p>Mailing</p> <p>Secondary</p> <p>< ></p> <p>Add comment to th</p>
<p>Click Address.</p>	<p>Address Line 1</p> <p>Address</p>
<p>Enter the desired information into the Address field.</p>	<p>Address Line 1</p> <p>Address</p>
<p>Click City.</p>	<p>City</p> <p>City</p>
<p>Enter the desired information into the City field.</p>	<p>City</p> <p>City</p>

How to **Enter an Emergency Contact**

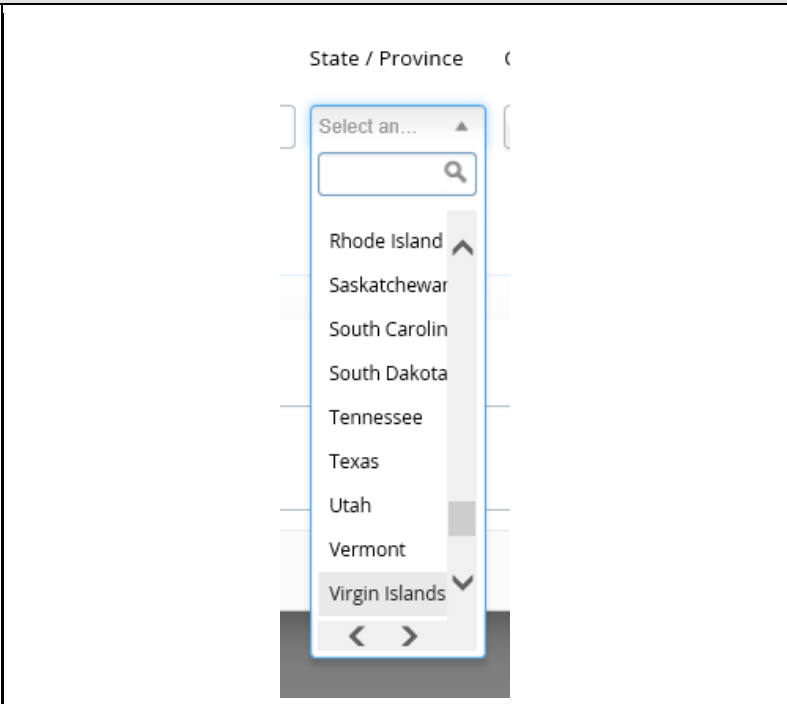
Click the **State** field.

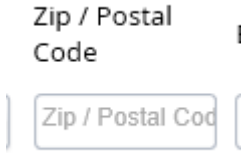
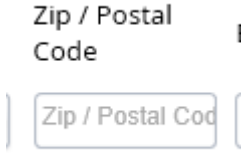
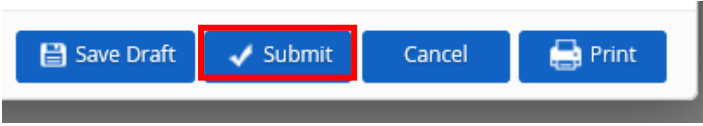
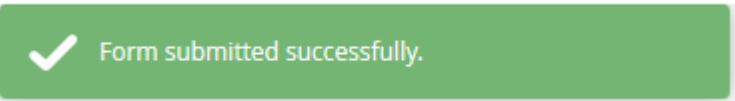


Enter the desired information into the **Select** field.



Click the correct state.



How to	Enter an Emergency Contact
Click Zip / Postal Code .	 <p>Zip / Postal Code</p> <p>Zip / Postal Cod</p>
Enter the desired information into the Zip / Postal Code field.	 <p>Zip / Postal Code</p> <p>Zip / Postal Cod</p>
Submit the form Click the Submit button.	 <p>Save Draft Submit Cancel Print</p>
You've successfully entered an emergency contact!	 <p>Form submitted successfully.</p>