Emergency Contact Instructions

Employees are able to add their emergency contact to their Ukg profile:

1. Login to your account
2. Go to My Information > My Profile, click on the Main tab and scroll down to **Account Contacts**
3. Click on **+ Add**

4. Toggle the Primary Contact button on
5. Under **Contact Type** select **Emergency**. (Select Dependent as well if your emergency contact is a dependent such as a spouse or child that you may later enroll in your health insurance).
6. Add your emergency contact's **First Name, Last Name,** and **Relationship** to you.
7. Add your emergency contact's **Cell Phone number** and select **Primary**. You may add an additional phone number under Work Phone.
8. **Click Save**