

# 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**

Account Contacts

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Name	Relationship	Code	Preferred Phone Number	Contact Type	Primary	Actions
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4. Toggle the Primary Contact button on  Primary Contact
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**

### Add Account Contact

Primary Contact

Contact type \*  
 Emergency  Dependent

First Name \*

Middle

Last Name \*

Relationship \*  
Other

Code Work Phone   Primary

Code Cell Phone \*   Primary

**National ID**

Primary National ID  
Social Security Number  999-99-9999

Account ID  Birth Date

Gender  
Undefined

Cancel Save