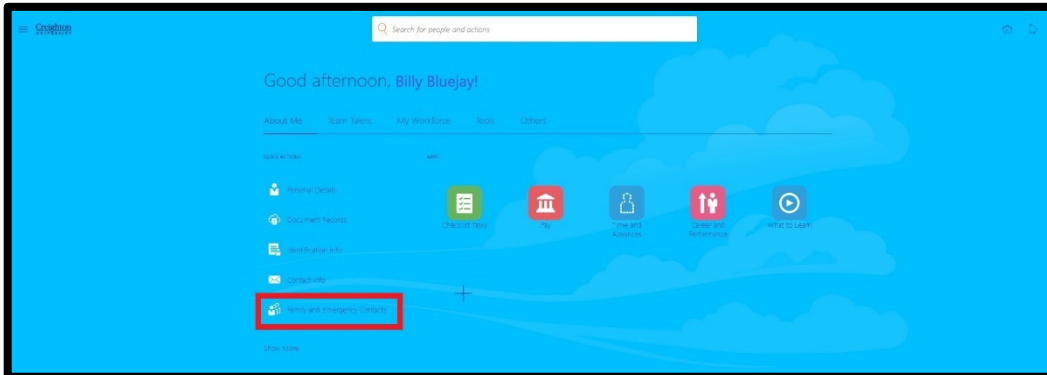


UPDATE/ADD EMERGENCY CONTACT INFORMATION

TO EDIT CURRENT INFORMATION:

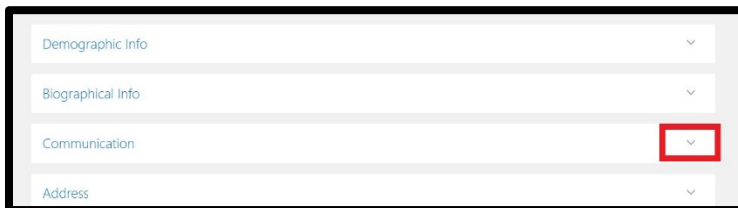
1. Select the 'Family and Emergency Contacts' menu option on the left side of the screen.



2. Select the name of the emergency contact to update.



3. Edit information as needed. To update emergency contact's phone number or email address, select the drop-down arrow in the 'Communication' box.



4. To edit information, select the pencil icon next to the item to update.



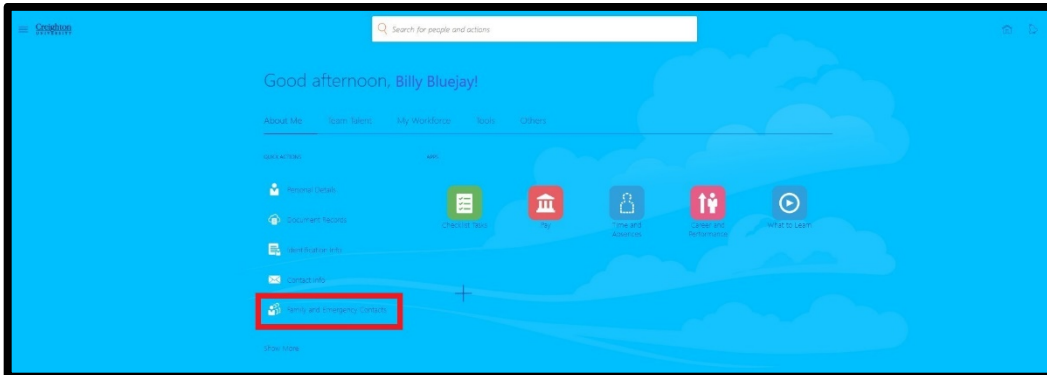
5. Edit information and select the 'Submit' button.



UPDATE/ADD EMERGENCY CONTACT INFORMATION

TO ADD NEW CONTACT:

1. Select the 'Family and Emergency Contacts' menu option on the left side of the screen.



1. Click the 'Add' button.



2. Select 'Create a New Contact'.



3. Enter required information under 'Basic Information' and 'Communication' information for new contact and click 'Submit'.

The screenshot shows the 'New Contact' form with a blue header and a search bar. The form is divided into two main sections: 'Basic Information' and 'Communication'. The 'Basic Information' section includes fields for 'Last Name', 'First Name', 'Sex', 'Profile', 'Suffix', 'Middle Name', 'Relationship', and 'What's the start date of this relationship?'. The 'Communication' section includes fields for 'Type', 'City', and 'State'. The 'Submit' button in the top right corner is highlighted with a red rectangular box.