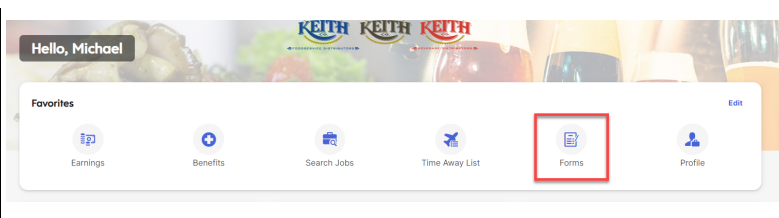
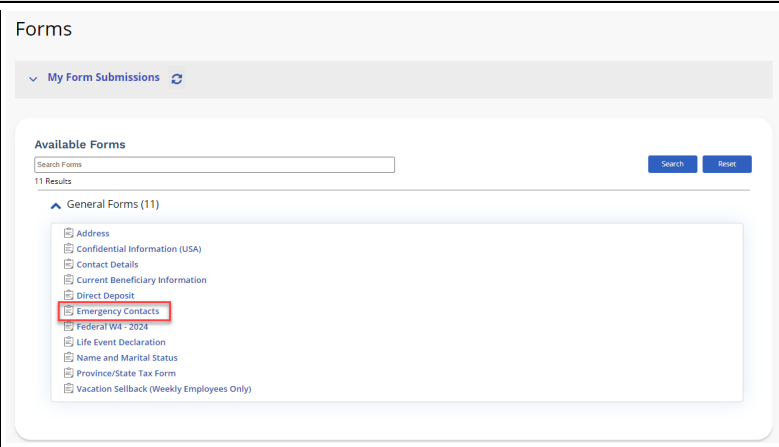
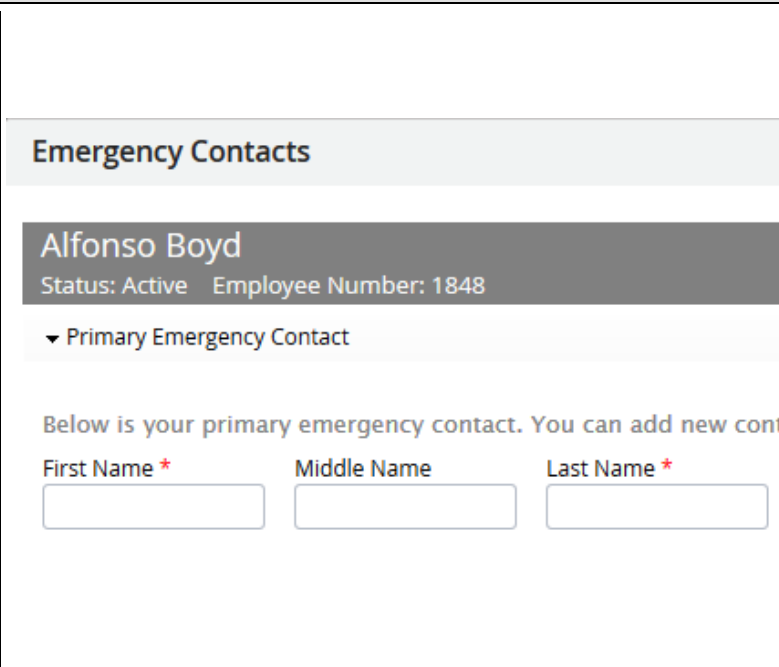


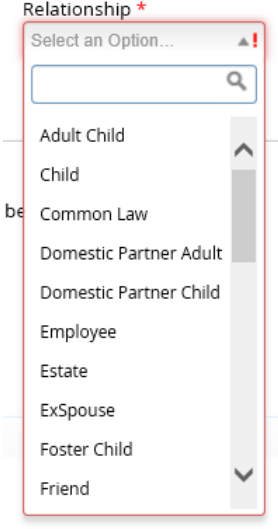
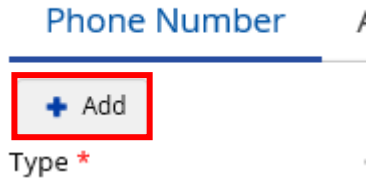
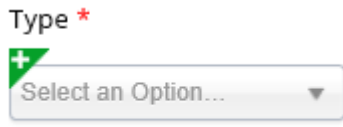


How to	Enter an Emergency Contact
<p>Entering an emergency contact</p> <p>Click the Forms icon.</p>	
<p>This is where you will find your personal information forms.</p> <p>Click the Emergency Contacts link.</p>	
<p>Emergency Contacts</p> <p>You'll use this form to enter one or more emergency contacts in Dayforce.</p> <p>These are people who will be contacted in case of an emergency at work. It's very important these contacts are up to date and accurate.</p>	

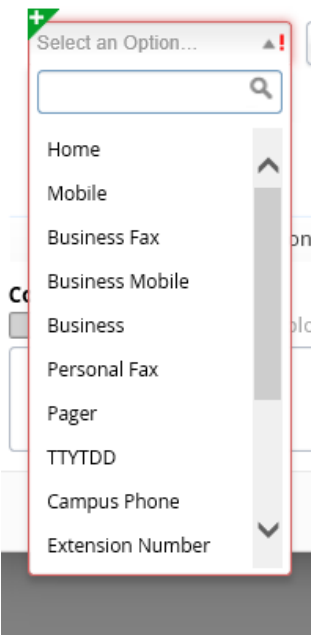

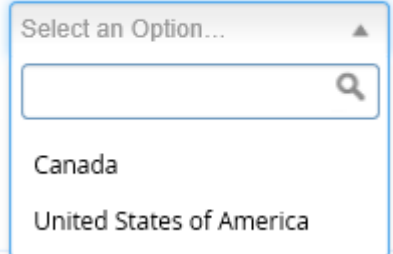



How to	Enter an Emergency Contact
<p>Enter the details of your primary emergency contact</p> <p>Click in the First Name field.</p>	<p>First Name *</p> <input data-bbox="862 457 1135 512" type="text"/>
<p>Enter the desired information into the First Name field.</p>	<p>First Name *</p> <input data-bbox="862 751 1135 806" type="text"/>
<p>Click in the Last Name field.</p>	<p>Last Name *</p> <input data-bbox="862 961 1135 1016" type="text"/>
<p>Enter the desired information into the Last Name field.</p>	<p>Last Name *</p> <input data-bbox="862 1171 1135 1226" type="text"/>
<p>Indicate the relationship to this person.</p> <p>Click the Relationship list.</p>	<p>Relationship *</p> <input data-bbox="829 1415 1170 1465" type="text" value="Select an Option..."/>

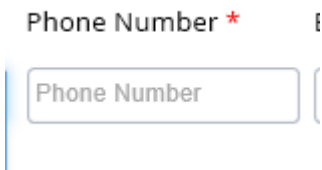


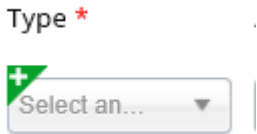
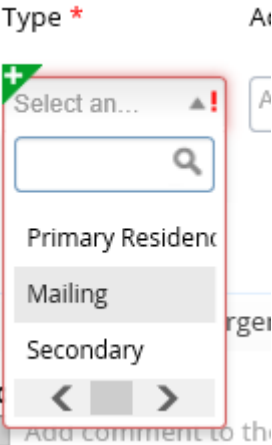


How to	Enter an Emergency Contact
Click the correct relationship from the list item.	 <p>Relationship *</p> <p>Select an Option...</p> <p>Adult Child</p> <p>Child</p> <p>Common Law</p> <p>Domestic Partner Adult</p> <p>Domestic Partner Child</p> <p>Employee</p> <p>Estate</p> <p>ExSpouse</p> <p>Foster Child</p> <p>Friend</p>
Enter the mobile phone number	 <p>Phone Number</p> <p>+ Add</p> <p>Type *</p>
Click the Type list.	 <p>Type *</p> <p>Select an Option...</p>



How to	Enter an Emergency Contact
Click the correct phone type from the list item.	
Click the Country Code list.	<p data-bbox="824 1045 993 1075">Country Code</p> 
Click the United States of America list item.	<p data-bbox="812 1291 980 1320">Country Code</p> 
Click Phone Number .	<p data-bbox="868 1722 1079 1751">Phone Number *</p> 

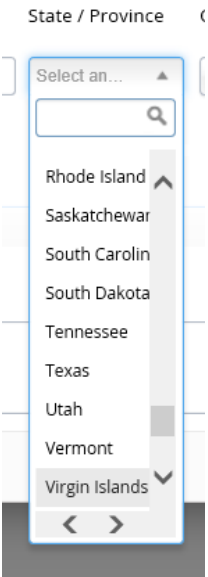
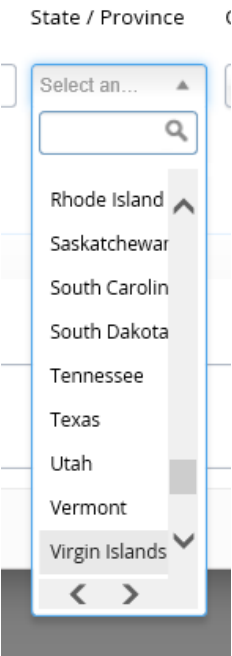


How to	Enter an Emergency Contact
Enter the desired information into the Phone Number field.	
Enter the address Click Address .	
Click the Add button.	
Click the Type list.	
Click the correct address type from the list item.	

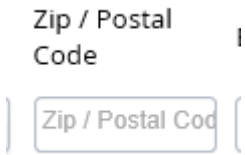
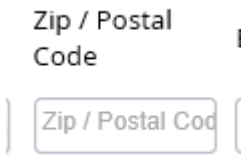
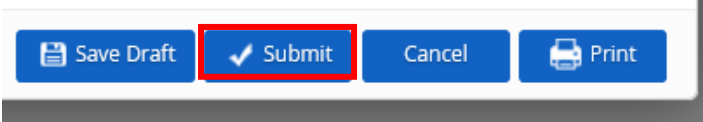


How to	Enter an Emergency Contact
Click Address .	<p data-bbox="886 394 1068 422">Address Line 1</p> <input data-bbox="886 470 1117 527" type="text" value="Address"/>
Enter the desired information into the Address field.	<p data-bbox="886 684 1068 711">Address Line 1</p> <input data-bbox="886 760 1117 816" type="text" value="Address"/>
Click City .	<p data-bbox="919 974 967 1001">City</p> <input data-bbox="919 1050 1101 1106" type="text" value="City"/>
Enter the desired information into the City field.	<p data-bbox="919 1243 967 1270">City</p> <input data-bbox="919 1318 1101 1375" type="text" value="City"/>
Click the State field.	<p data-bbox="894 1520 1089 1547">State / Province</p> <input data-bbox="894 1596 1117 1652" type="text" value="Select an..."/>



How to	Enter an Emergency Contact
<p>Enter the desired information into the Select field.</p>	
<p>Click the correct state.</p>	



How to	Enter an Emergency Contact
Click Zip / Postal Code .	
Enter the desired information into the Zip / Postal Code field.	
Submit the form Click the Submit button.	
You've successfully entered an emergency contact!	