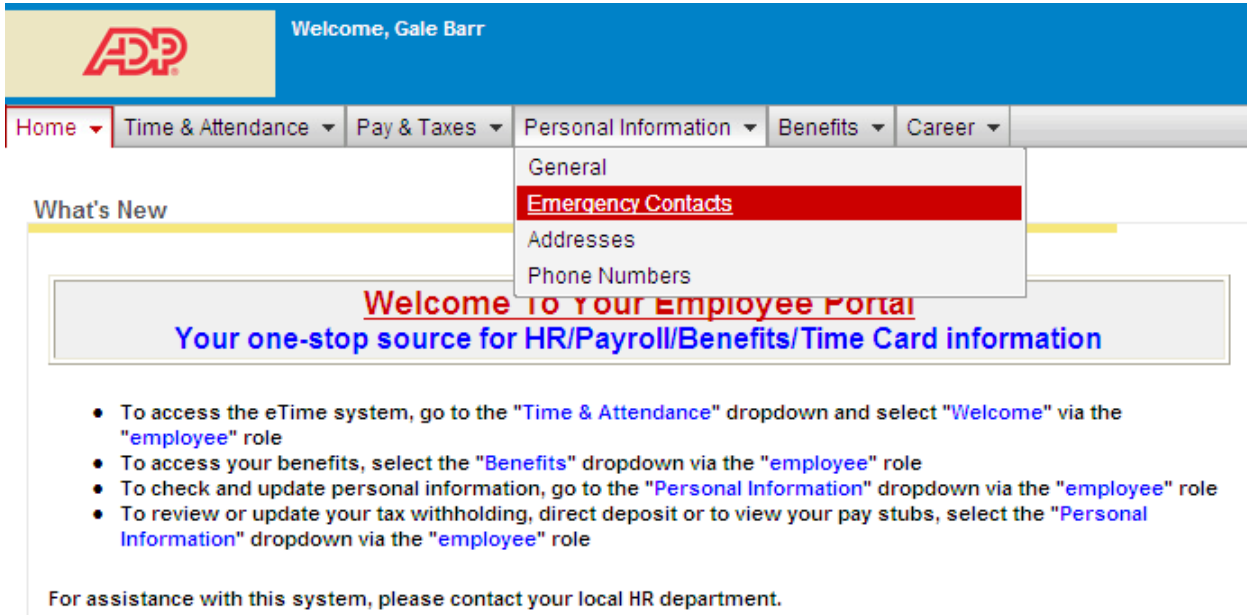


# Changing Your Emergency Contacts

1. Log into the ADP **Self Service Portal**, the Self Service page will display. Select Personal Information from the menu bar.



The screenshot shows the ADP Self Service Portal interface. At the top left is the ADP logo. To its right, a blue banner displays "Welcome, Gale Barr". Below this is a navigation bar with dropdown menus for "Home", "Time & Attendance", "Pay & Taxes", "Personal Information", "Benefits", and "Career". The "Personal Information" dropdown is open, showing options: "General", "Emergency Contacts" (highlighted in red), "Addresses", and "Phone Numbers". Below the navigation bar, a "What's New" section is visible. A large grey box contains the text: "Welcome to Your Employee Portal" and "Your one-stop source for HR/Payroll/Benefits/Time Card information". Below this, a list of bullet points provides instructions on how to access various systems. At the bottom of the page, a note states: "For assistance with this system, please contact your local HR department."

ADP

Welcome, Gale Barr

Home ▾ Time & Attendance ▾ Pay & Taxes ▾ Personal Information ▾ Benefits ▾ Career ▾

What's New

**Welcome to Your Employee Portal**  
Your one-stop source for HR/Payroll/Benefits/Time Card information

- To access the eTime system, go to the "Time & Attendance" dropdown and select "Welcome" via the "employee" role
- To access your benefits, select the "Benefits" dropdown via the "employee" role
- To check and update personal information, go to the "Personal Information" dropdown via the "employee" role
- To review or update your tax withholding, direct deposit or to view your pay stubs, select the "Personal Information" dropdown via the "employee" role

For assistance with this system, please contact your local HR department.

2. Select Emergency Contacts from the drop down menu. Click Add New at the bottom of the page to add an emergency contact or click on the name of a contact that is already listed to edit or delete.