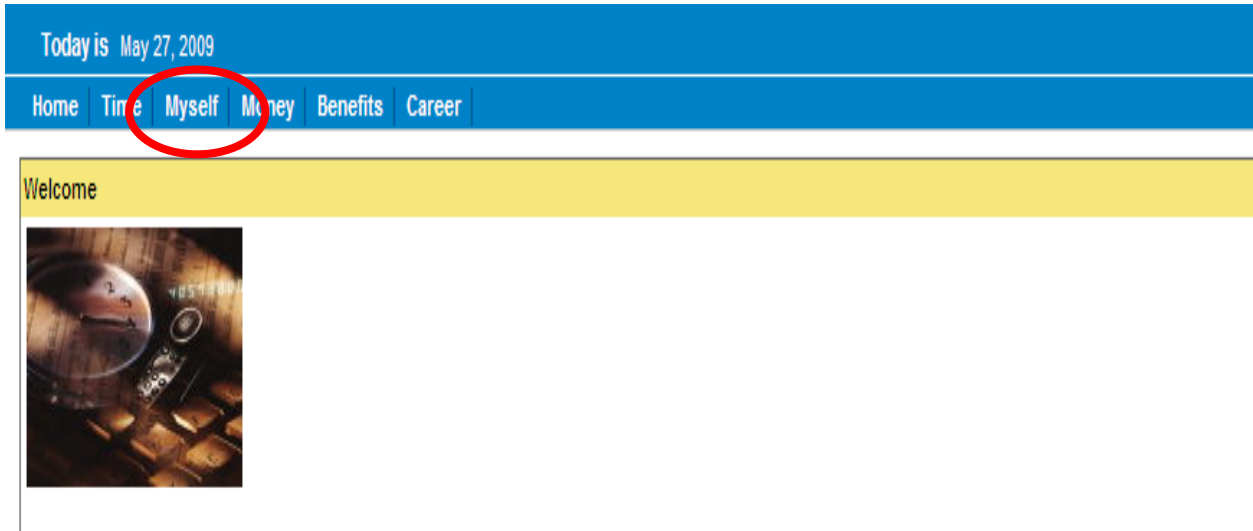


Changing Your Emergency Contacts

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



2. Select Emergency Contacts from the menu bar on the left. 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.

