

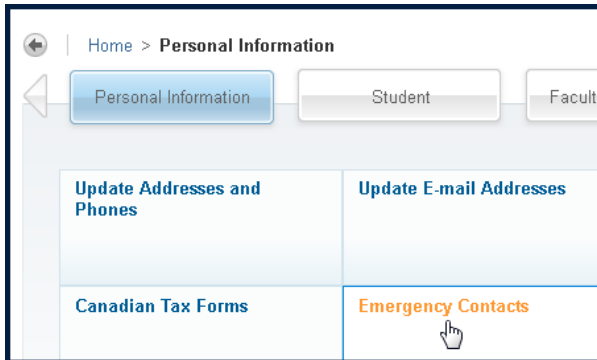
## How to Add and/or Update Emergency Contact

### Login

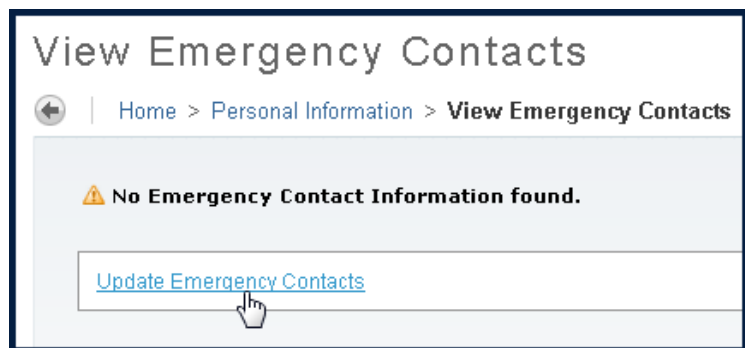
1. Login to **MyHumber**.  
For helping logging in, see the [How to Navigate MyHumber Quick Reference Guide](#).
2. Click the **Personal Information** tab.

### Add / Update Emergency Contact

1. Click on **Emergency Contacts** tab.



2. Select **Update Emergency Contacts**.
3. Click the **New Contact** link to add a new contact or click the name of a previous contact to update or remove.
4. Click **Submit Changes** when all changes are done.

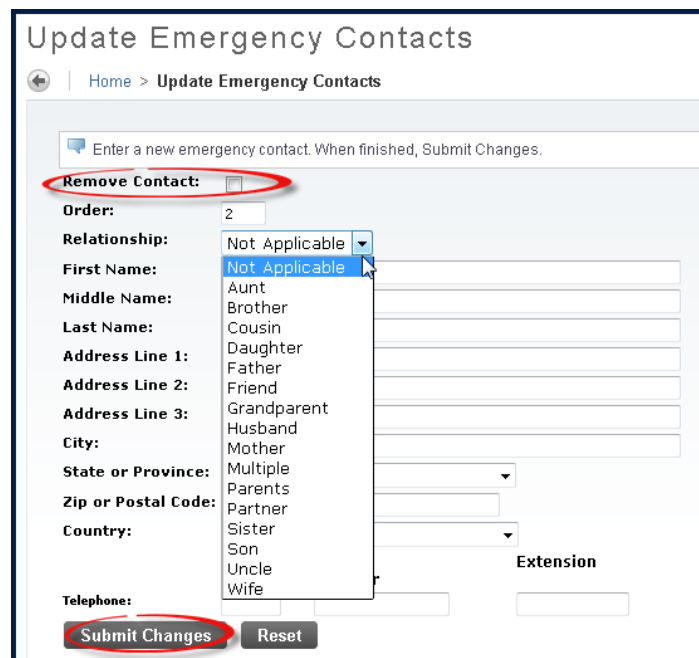


### To Add a New Contact

1. Enter the Relationship
2. First Name
3. Last Name
4. Address and/or Phone Number
5. Click Submit

### To Remove a Contact

1. Check the Remove Contact box
2. Click Submit Changes



A screenshot of the 'Update Emergency Contacts' form. The breadcrumb trail is 'Home > Update Emergency Contacts'. At the top, there is a text input field with the placeholder 'Enter a new emergency contact. When finished, Submit Changes.' Below this is a 'Remove Contact:' checkbox, which is circled in red. The form contains several fields: 'Order:' (input: 2), 'Relationship:' (dropdown: Not Applicable), 'First Name:', 'Middle Name:', 'Last Name:', 'Address Line 1:', 'Address Line 2:', 'Address Line 3:', 'City:', 'State or Province:', 'Zip or Postal Code:', 'Country:', and 'Telephone:'. A 'Submit Changes' button is circled in red at the bottom left, and a 'Reset' button is next to it. A dropdown menu is open for the 'Relationship' field, showing options: Not Applicable, Aunt, Brother, Cousin, Daughter, Father, Friend, Grandparent, Husband, Mother, Multiple, Parents, Partner, Sister, Son, Uncle, and Wife.