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.

   ![Image of MyHumber interface showing Personal Information and Emergency Contacts tabs]

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

![Image of Emergency Contacts interface showing Add Contact form with fields for relationship, name, address, and phone number]