
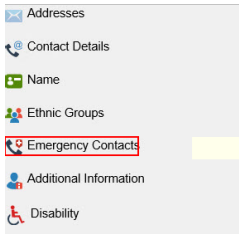
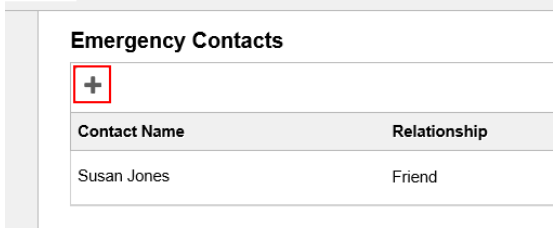
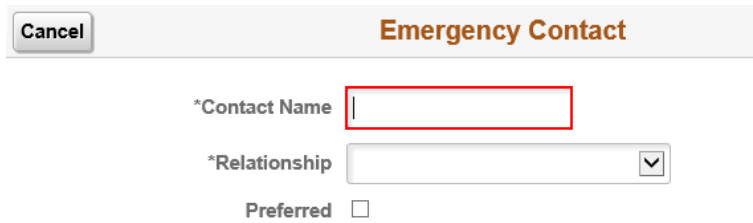
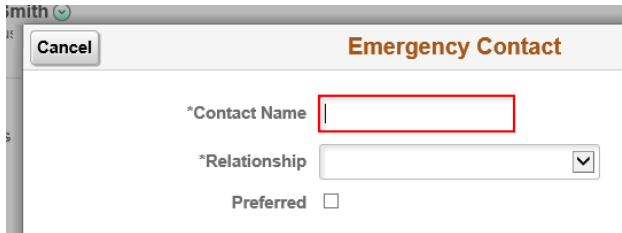






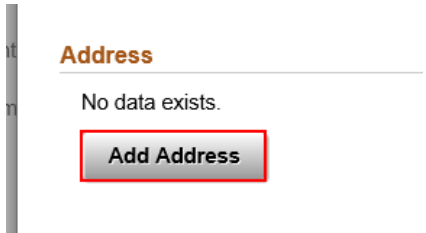
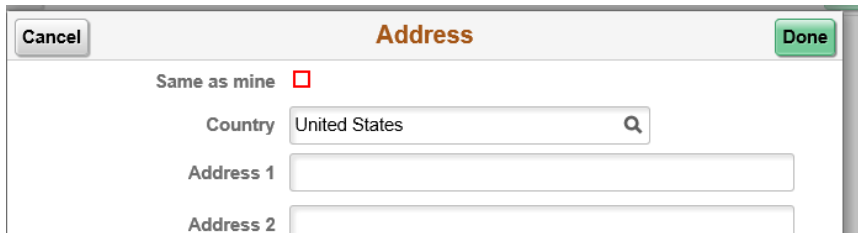
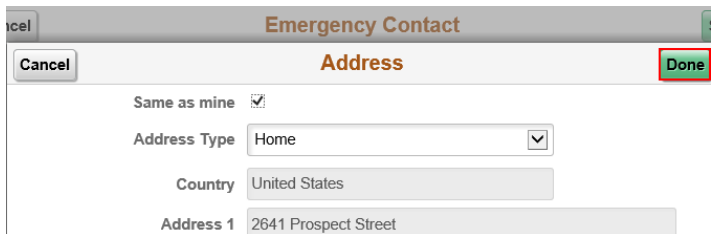
Adding an Additional Emergency Contact

Step	Action
1.	<p>Click the Personal Details button.</p> 
2.	<p>Click the Emergency Contacts link.</p> 
3.	<p>The Information panel displays your emergency contact information.</p> <p>Currently you have listed a single emergency contact, Susan Jones.</p> <p>For this example you will add an additional emergency contact, your brother James. James shares your home address and your home phone number.</p> <p>Use the Plus (Add Emergency Contact button) to add another contact.</p>
4.	<p>Click the Add Emergency Contact button.</p> 

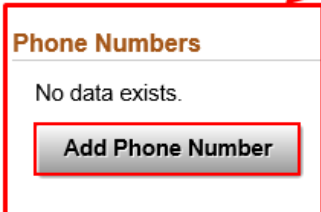
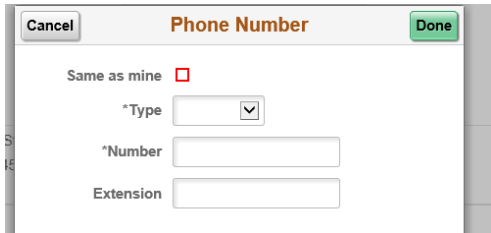
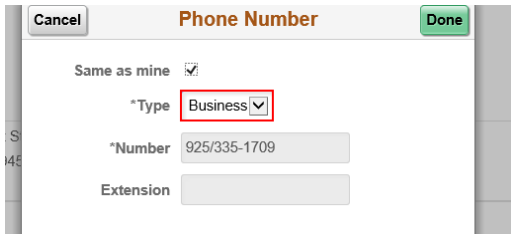


Step	Action
5.	<p>The Emergency Contact dialog page displays. Use this page to add information about your emergency contact.</p> <p>The Contact Name and Relationship fields are required. You must enter/select values in these fields.</p> <p>Address information is optional. Phone information is not optional. In order to save the contact, you must enter at least one phone number for the contact.</p> <p>For this example, you will add James Smyth, your brother as an emergency contact. James shares your home address and home phone number.</p>
6.	<p>Click in the Contact Name field.</p> 
7.	<p>Enter the desired information into the Contact Name field. Enter a valid value e.g. "James Smyth".</p> 
8.	<p>Click the Relationship list.</p> 
9.	<p>Click the Sibling list item.</p> 

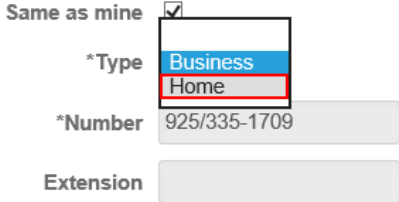
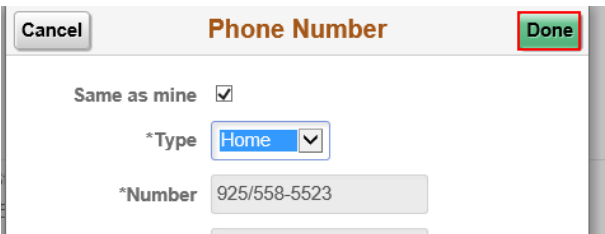
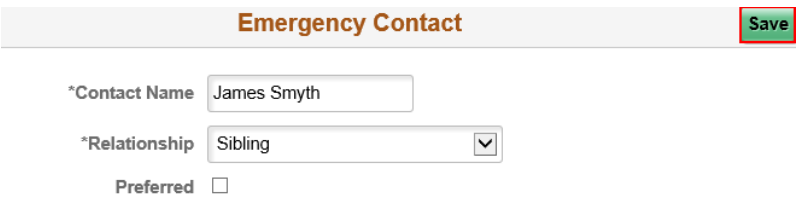


Step	Action
10.	<p>Note, one contact must be marked as preferred contact. Currently, Susan Jones is your preferred contact.</p> <p>For this example, you will leave her as your preferred contact. You can have only one preferred contact.</p>
11.	<p>Click the Add Address button.</p> 
12.	<p>Your new contact shares your home address.</p> <p>Click the Same as mine option.</p> 
13.	<p>Notice the system populated the fields on the Address page with your home address information.</p> <p>If you want to list the contact with your mailing address, you can use the Address Type field to select your mailing address. The other address fields are presented in view only mode. You cannot edit the values in these fields.</p> <p>If you deselect the Same as mine check box, the system will clear the address information and you will be able to enter the contact's address information. The Address Type field will not display.</p>
14.	<p>Click the Done button.</p> 

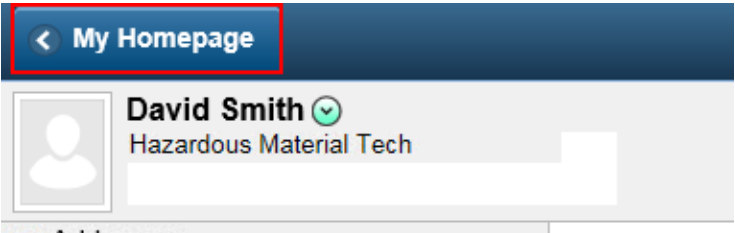


Step	Action
15.	<p>Next you will add phone information for the contact. The contact shares your home phone.</p> <p>Phone information is required in order to save the contact.</p> <p>Click the Add Phone Number button.</p> 
16.	<p>Click the Same as mine option.</p> 
17.	<p>Notice the system populated the fields on the Phone Number page with your Business phone information.</p> <p>If you want to list the contact with your home phone, you can use the Type field to select your home phone. The other address fields are presented in view only mode. You cannot edit the values in these fields.</p> <p>For this example, young will change the phone information from your business to your home phone.</p> <p>If you deselect the Same as mine check box, the system will clear the phone information and you will be able to enter the contact's phone information. The Type field will display.</p>
18.	<p>Click the Type list.</p> 



Step	Action
19.	<p>Click the Home list item.</p> 
20.	<p>Notice, the Phone Number page now displays your home phone number. You cannot edit this information on this page.</p>
21.	<p>Click the Done button.</p> 
22.	<p>The Emergency Contact Page now displays the contact information you just entered for the contact.</p>
23.	<p>You can use the Add a Phone Number button to add another phone number for the contact. You can store up to 5 phone numbers for a contact:</p> <ul style="list-style-type: none">-- Same as mine-- Home-- Business-- Mobile-- Pager 1 <p>For this example you will not add additional phone numbers.</p>
24.	<p>Click on the address information and/or one of the listed phone numbers to edit and/or delete the information. If only one phone is listed, you cannot delete it.</p> <p>For this example you will not edit/delete the address or phone information.</p>
25.	<p>Click the Save button.</p> 



Step	Action
26.	<p>The Information panel now displays a confirmation message indicating that you have successfully added an emergency contact.</p> <p>You now have two contacts, James Smyth and Susan Jones. Susan remains your preferred contact.</p>
27.	<p>Click the My Homepage button.</p> 
28.	<p>End of Procedure.</p>