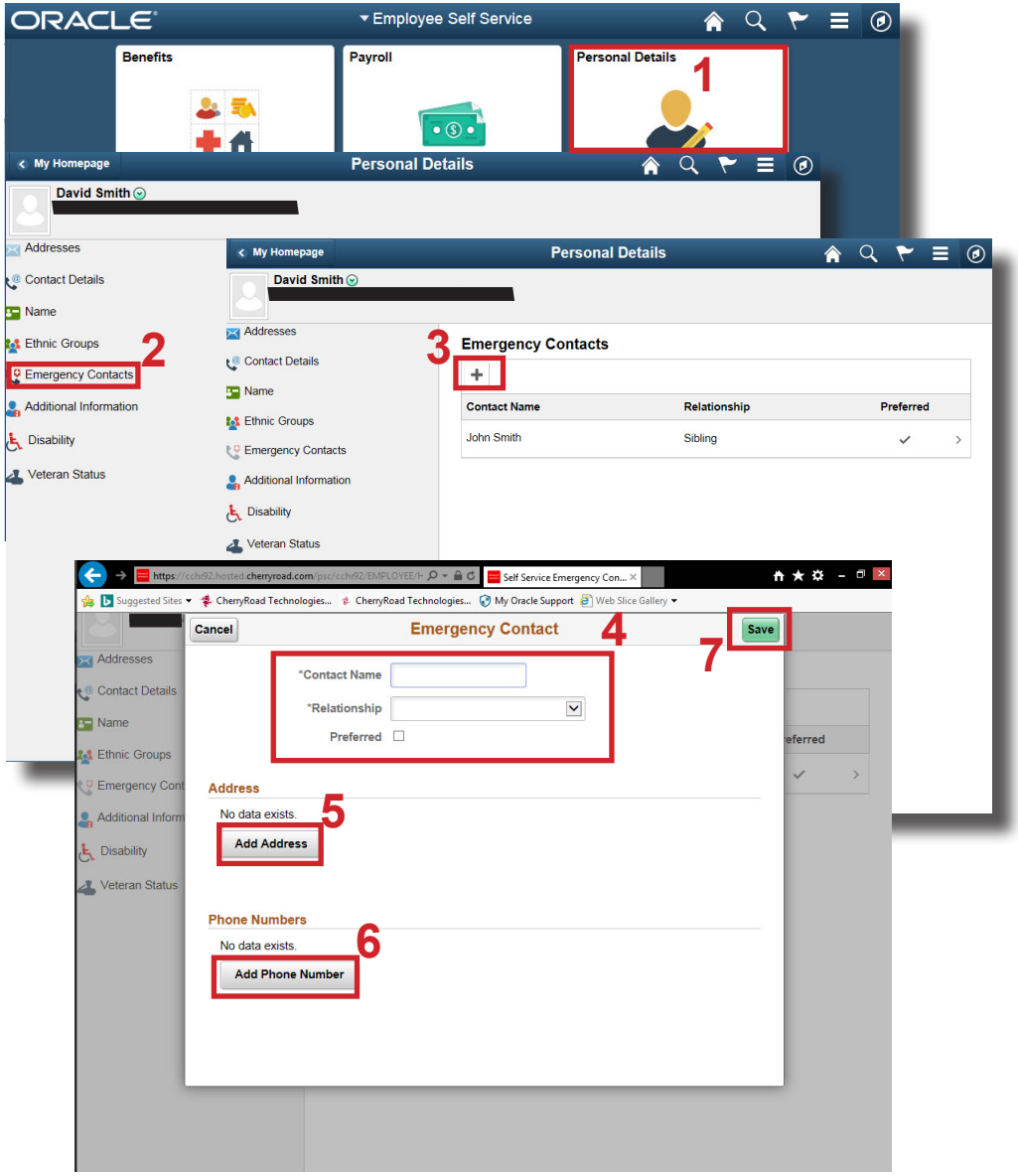
Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Adding an Emergency Contact

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Emergency Contact** link in the **Actions** panel on the **Personal Details** page.
3. Click the **Add Emergency Contact** button
4. Enter information in the **Contact Name** field. Select a relationship in the **Relationship** field. Check the **Preferred** check box (optional).
5. Click the **Add Address** button and enter address information on the **Address** page (optional). Click the **Done** button.
6. Click the **Add Phone** button and enter phone information for the contact on the **Phone Number** page. Click the **Done** button.
7. Click the **Save** button.