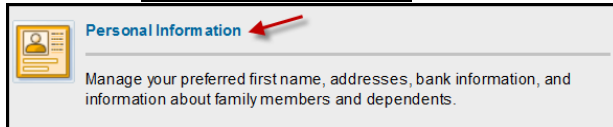


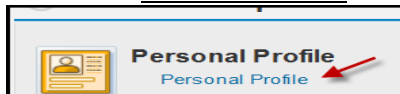
MyUK ESS has a feature which enables employees to include an emergency contact. Employees are strongly encouraged to utilize this feature.

**Adding an emergency contact**

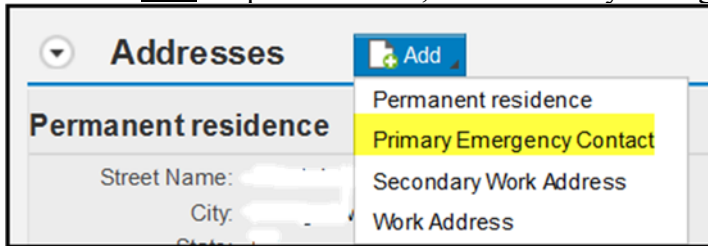
-Click the Personal Information link.



-Click the Personal Profile link.



-From the Add drop down menu, select Primary Emergency Contact.



-Make your entries.

|                           |                 |   |
|---------------------------|-----------------|---|
| *House Number And Street: | Bobby. B. Brown | Please note that you should list the name of your contact on this line instead of the street address. |
| Second Address Line:      | 123 Fake Street |   |
| *City:                    | Lexington       |   |
| County:                   |                 |   |
| *State:                   | Kentucky        |   |
| *ZIP Code:                | 40517           |   |
| Telephone:                | 859 5555555     |   |

-Click the <Save> button.