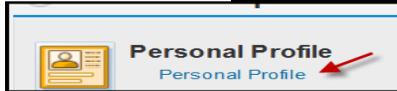MyUK ESS has a feature which enables employees to include an emergency contact. Employees are strongly encouraged to utilize this feature.

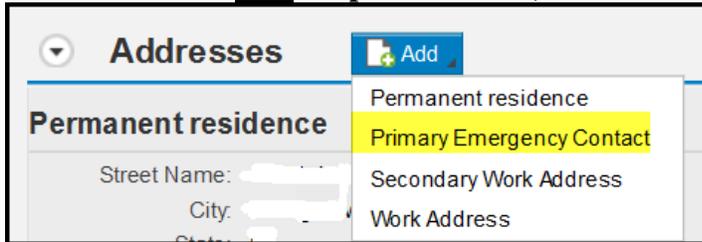## Adding an Emergency Contact

- **Click the Personal Information link.**
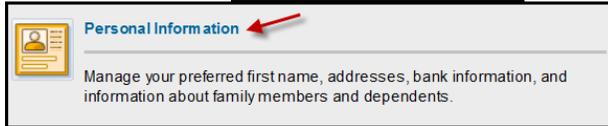
- **Click the Personal Profile link.**

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

- **Make your entries.**

- **Click the <Save> button.**

Updated: 7/13/21