

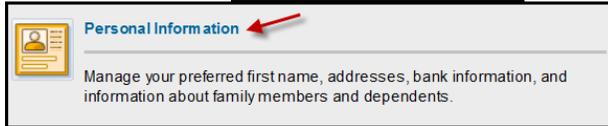


QRG – ESS Creating an Emergency Contact

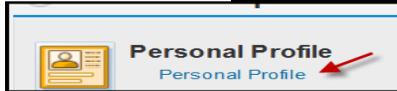
MyUK ESS has a feature which enables employees to include an emergency contact. Employees are strongly encouraged to utilize this feature.

Adding an Emergency Contact

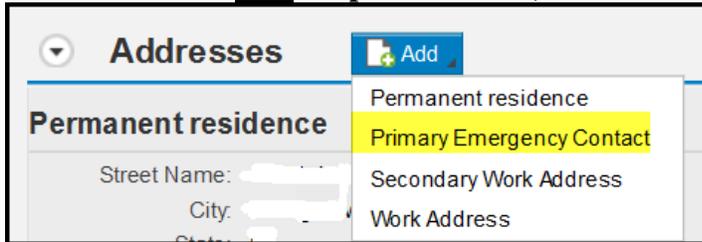
- Click the **Personal Information** link.



- 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.