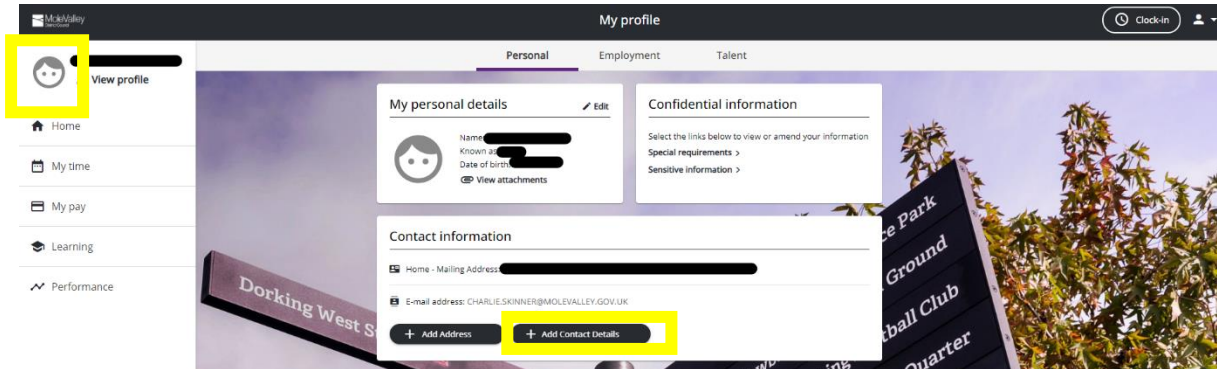


Updating Emergency Contacts / Next of Kin on Self-Service

PLEASE ENSURE THAT THE INFORMATION IN THESE SECTIONS ARE KEPT UP TO DATE.

Select the **face** icon on the left hand menu, scroll down the menu
View **friends and family** card



Select add the relevant option **+Add Emergency Contact** or **+Add Next of Kin**

Friends and family

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	[REDACTED]	[REDACTED]	[REDACTED]	Yes

+ Add Emergency Contact

+ Add Next of Kin

Complete all the details requested on the form:

< Back to Personal

Emergency contact

* Contact name (required)

Relationship to me

Please choose

Contact at

Contact email

Once complete click **SAVE** at the bottom of the screen:

Save