## 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

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View profile	Personal Employment Talent	
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<ul> <li>My pay</li> <li>Learning</li> </ul>	Contact information	e Park
✓ Performance	Dopking West S  Home - Maling Address  Final address  Addres  Addr	Groun ball Club

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

Туре	Contact name	Relationship	Contact number	Primary contact
Emergency contact				Yes
+ Add Emergend	cy Contact	+ Add Next of Kin		

## Complete all the details requested on the form:

Friends and family

nerge	ency contact
	*Contact name (required)
	Relationship to me
	Please choose 🔹
	Contact at
	Contact email

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