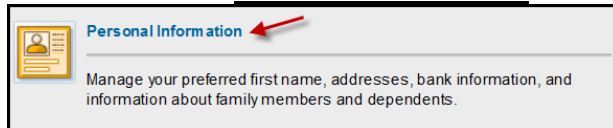


Creating an Emergency Contact

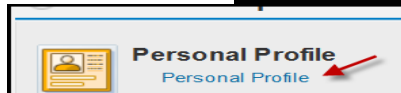
MyUK ESS has a feature which enables employees to include an emergency contact. Employees are strongly encouraged to utilize this feature.

Adding an Emergency Contact

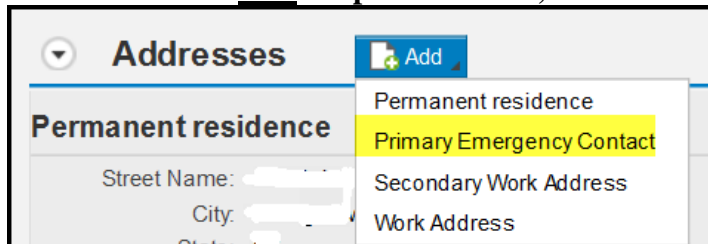
- Click the **Personal Information** link.



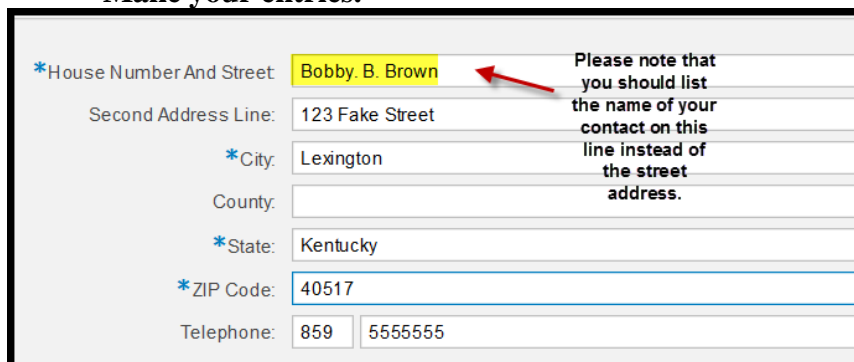
- Click the **Personal Profile** link.



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



- **Make your entries.**



A screenshot of the address entry form in the MyUK ESS system. The form fields are: '*House Number And Street' (Bobby. B. Brown), 'Second Address Line' (123 Fake Street), '*City' (Lexington), 'County' (empty), '*State' (Kentucky), '*ZIP Code' (40517), and 'Telephone' (859 5555555). A red arrow points to the 'Bobby. B. Brown' entry. To the right of the form is a note: 'Please note that you should list the name of your contact on this line instead of the street address.'

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