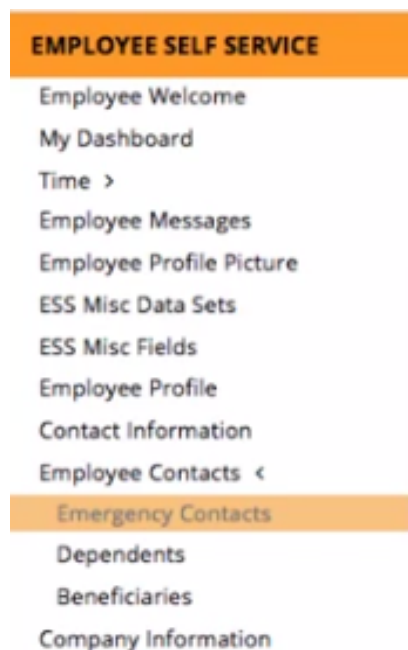


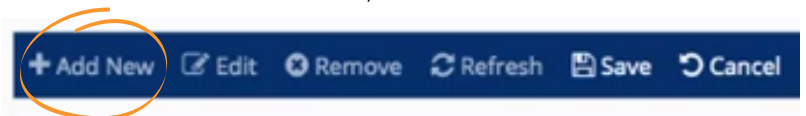


Once you're logged in to iSolved, navigate to
Employee Self Service>Employee Contacts>
Emergency Contacts



The options you can see are determined by your employer, so if you do not see "Employee Contacts", please contact your manager for assistance

In the blue bar, click "Add New"



<p>Contact Type</p> <p>* Relationship: <input type="text" value="Mother"/> ⓘ</p> <p>* Contact: <input type="text" value="<Add New>"/></p> <p>Other Information</p> <p><input type="checkbox"/> Hide Contact in ESS ⓘ</p> <p><input type="checkbox"/> Deceased</p>	<p>General Information</p> <p>* First Name: <input type="text" value="Jane"/></p> <p>Middle Name: <input type="text"/></p> <p>* Last Name: <input type="text" value="Doe"/></p> <p>Prefix: <input type="text"/></p> <p>Suffix: <input type="text"/></p>	<p>Contact Information</p> <p>Call Order: <input type="text" value="1"/> ⓘ</p> <p>Home: <input type="text"/></p> <p>Mobile: <input type="text" value="91612345678"/></p> <p>Work: <input type="text"/></p> <p>Email Address: <input type="text"/></p>
---	--	--

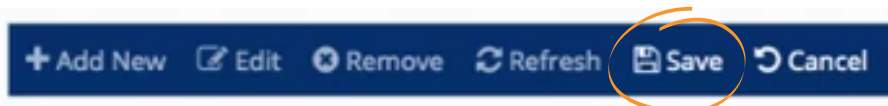
- Select the Relationship type
- From the Contact drop down menu, select "Add New"
- Fill in all the required fields
- The call order is the order in which you emergency contacts will be called
- When you're finished, click "Save" in the blue bar

Adding/Updating Contacts



Next you'll select "Dependents" from the "Employee Contacts" menu. Dependents are those who will be covered under medical insurance or any other policy that covers dependents

- Select the Relationship
- Under Contact, select "Add New"
- Enter in all required information (note that a birthday and SSN will be required)
- Enter contact information, if applicable
- You can either leave "Use Employee Address" checked, or un-check if the dependent has a different address
- Click "Save" in the blue bar



Adding/Updating Contacts

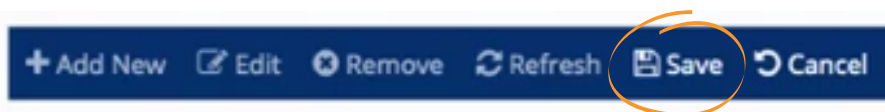


Next you'll select "Beneficiaries" from the "Employee Contacts" menu. Beneficiaries are those who would be the recipient of any life insurance, 401k policy, or any other retirement plan

The screenshot shows a contact form with the following sections and fields:

- Contact Type:** * Relationship: Mother (dropdown)
- General Information:** * First Name: Jane, Middle Name: (empty), * Last Name: Doe, Prefix: (empty), Suffix: (empty)
- Contact Information:** Call Order: 1, Home: (empty), Mobile: 91612345678, Work: (empty), Email Address: (empty)
- Other Information:** Hide Contact in ESS, Deceased
- Personal:** SSN: (empty), Update SSN: 123-45-6789, Birth Date: (empty), Update Birth Date: 8/4/1951, Gender: Female (dropdown)
- Address:** Use Employee Address, Street: 123 Fair Lane, Zip Code: 95123, City: Pleasanton, State: California (dropdown)

- Select the Relationship
- Under Contact, either select "Add New", or select the person's name if they have already been entered as a contact elsewhere
- Enter in all required information (note that a birthday and SSN will be required)
- Enter contact information, if applicable
- You can either leave "Use Employee Address" checked, or uncheck if the dependent has a different address
- Click "Save" in the blue bar



If you need to edit or delete any contacts, simply select the contact (you'll see the entry highlighted orange) and click either "Edit" or "Remove" in the blue bar