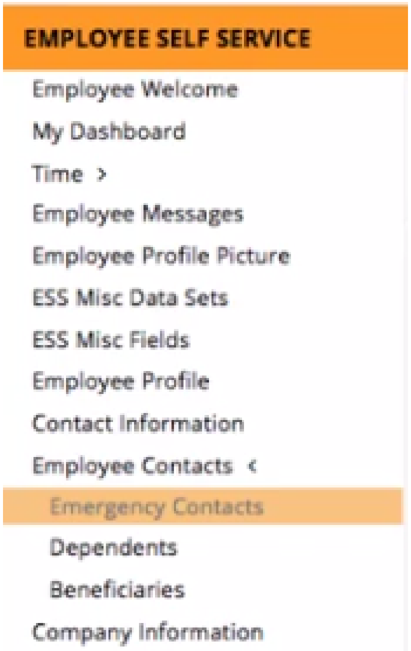
payarc
iSolved Training

# Adding/Updating Contacts

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

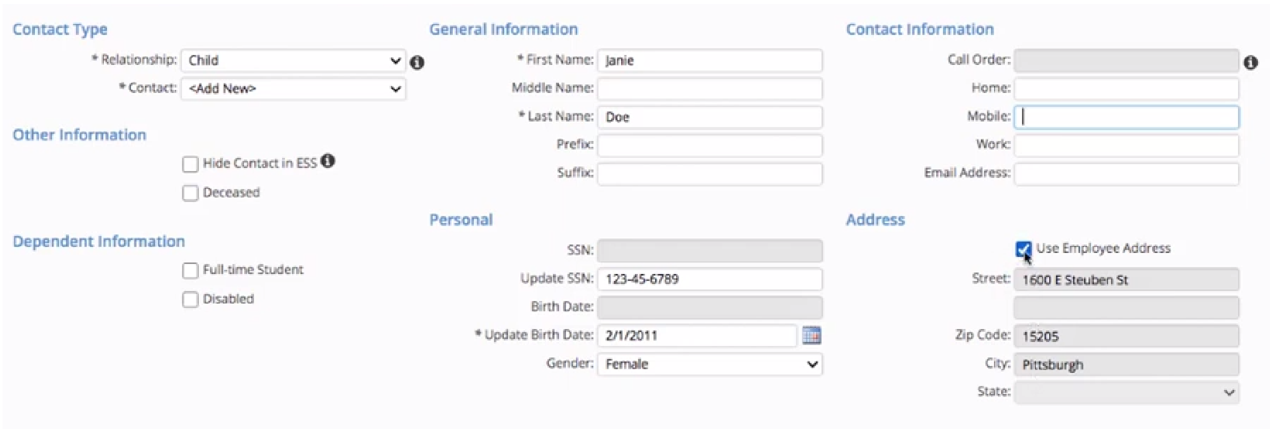
In the blue bar, click "Add New"



- 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

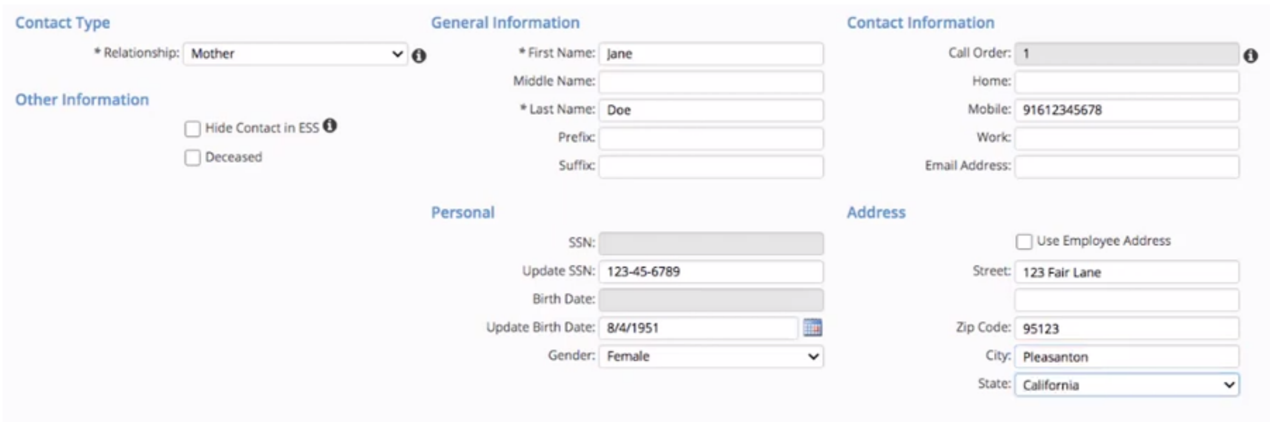
Next you'll select "Dependents" from the "Employee Contacts" menu. Dependents are those who will be covered under medical insurance or any other policy that covers dependents




- 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




- 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