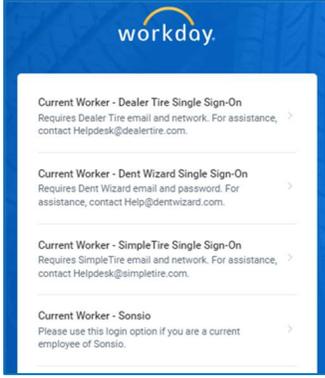
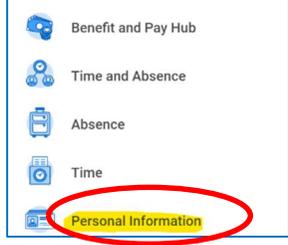
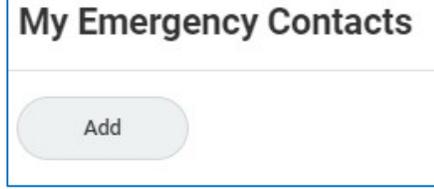
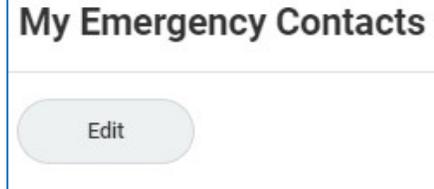


# Title: Emergency Contact Change

Last Update Date: 11/14/2024

Emergency Contact Change	
<p><b>Log into your Workday Account.</b></p> <p>Workday username and password are the same as your <u>work</u> computer.</p>	<p><a href="https://wd5.myworkday.com/wday/authgwy/dealertire/login.html">https://wd5.myworkday.com/wday/authgwy/dealertire/login.html</a></p> 
<p>Click on <b>Personal Information</b></p>	
<p><b>Under Change</b></p> <ul style="list-style-type: none"> <li>- Click <b>Emergency Contact</b></li> <li>- Then under <b>Change</b> click <b>Emergency Contacts</b></li> </ul>	
<p>If there are <b>No</b> Emergency Contacts, Click the <b>Add</b> button to enter a New Contact</p>	
<p>If you need to edit an existing Emergency Contact, click the <b>Edit</b> button</p>	

You can **Edit** your current Primary Emergency Contact information by clicking the edit button

You **CAN NOT** change the Name of a current Emergency Contact.

You will need to **Add** an Alternate Emergency Contact, scroll to the bottom of the page and under Alternate Emergency Contacts, click **Add**

### Primary Phone

Phone

+1 (555) 555-5555 (Landline)



### Alternate Emergency Contacts

Add

You will need to enter

- **First Name**
- **Last Name**
- If you want this new contact as your Primary emergency contact, then Change Priority to 1 and check the **Mark as Primary** box.
- **Relationship**

Then complete the Phone Number section (see below)

If this is an additional Emergency Contacts then the Priority should be 2, 3 and so on.

**First Name \***

Middle Name

  
**Last Name \***  

Suffix

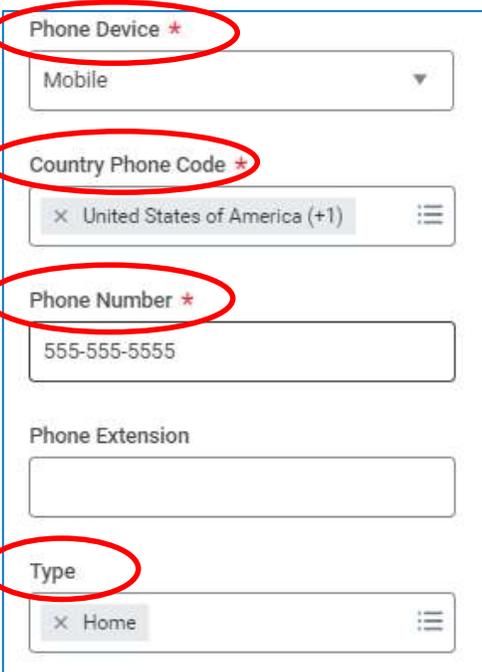
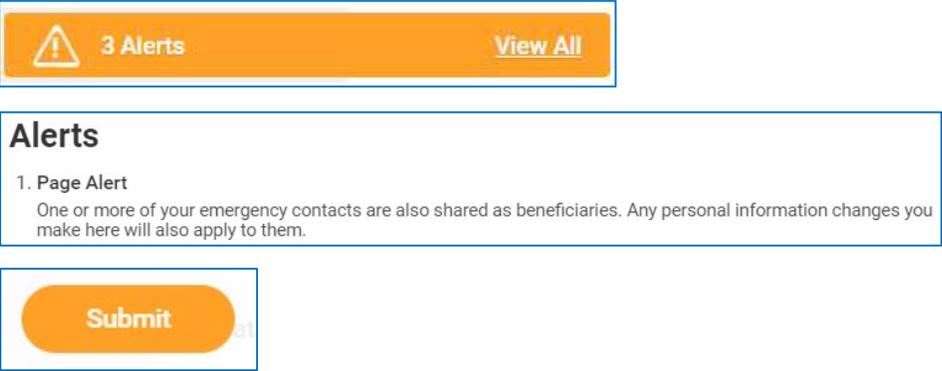
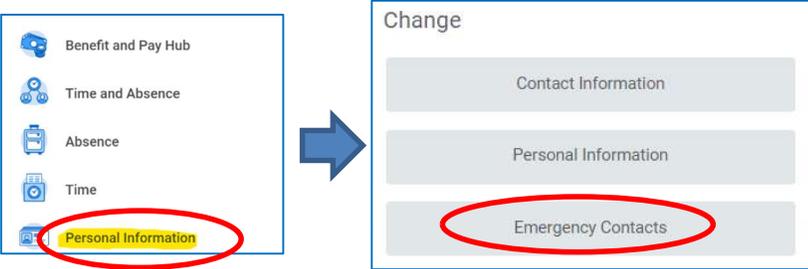
  

Priority

1

Mark as Primary

  
**Relationship \***

<p>In the Phone Number section select:</p> <ul style="list-style-type: none"> <li>• Phone Device</li> <li>• Country Phone Code</li> <li>• Phone Number</li> <li>• Type</li> </ul>											
<p>You may get an Alert Warning (Orange not Red) about changing emergency contact that are also shared as beneficiaries.</p> <p>If you see this alert, it is only a warning, and you still will be able to submit.</p>											
<p>Once Submitted, you will now see your NEW primary emergency contact</p>	<table border="1"> <thead> <tr> <th>Priority</th> <th>Emergency Contact</th> <th>Relationship</th> <th>Preferred Language</th> <th>Primary Contact Information</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>TestFirst TestLast</td> <td>Parent</td> <td></td> <td>+1 555-555-5555</td> </tr> </tbody> </table>	Priority	Emergency Contact	Relationship	Preferred Language	Primary Contact Information	1	TestFirst TestLast	Parent		+1 555-555-5555
Priority	Emergency Contact	Relationship	Preferred Language	Primary Contact Information							
1	TestFirst TestLast	Parent		+1 555-555-5555							
<p>Once you have added your new primary emergency contact, you will be able to Delete the Alternate Emergency Contact.</p> <p>Under Applications click <b>Personal Information</b> Then under <b>Change</b> click <b>Emergency Contacts</b></p>											

Select **Edit**

Scroll down to **Alternate Emergency Contact** and Click the **X**

Then click **Submit**

### My Emergency Contacts

Edit

### Alternate Emergency Contacts

#### Alternate Emergency Contacts

Legal Name

