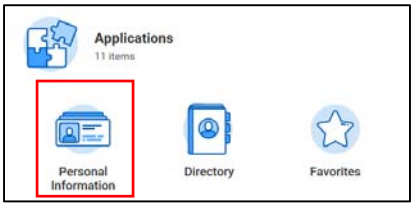
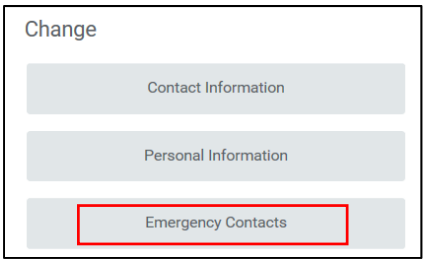
Add or Edit Emergency Contact

In case of emergency, it's important to keep your **Emergency Contact** information up to date. If this information changes at any time, be sure to update it within Workday as soon as possible.

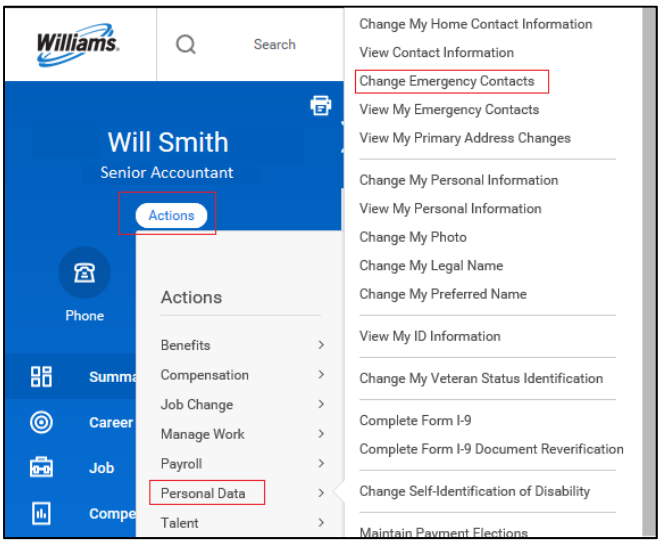
To update your emergency contact information, click the **Personal Information** application from the Workday homepage.



1. Under the Change column, click **Emergency Contacts**. Then click **Add or Edit**.



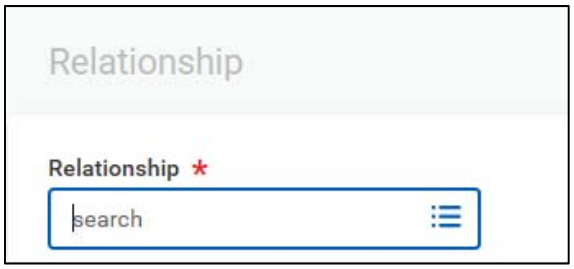
2. Alternatively, you can access **Emergency Contacts** from your Workday **Profile**. Click **Actions**, then **Personal Data**. Then click **Change Emergency Contacts**.



Note: Visibility to personal information varies by role. Your information may be visible to HR and your Manager, but not to other Williams employees.

3. Regardless of whether you access from your **Profile** or by using the **Personal Information** application, next, fill in the relevant information in each section. Click the edit icon to begin, then type directly within each field.

4. Fields marked with a red asterisk – **Country**, **Legal Name** and **Relationship** – are required. Note that at least one form of contact information – like **Primary Address**, **Phone**, or **Email** is required in order to submit this change.

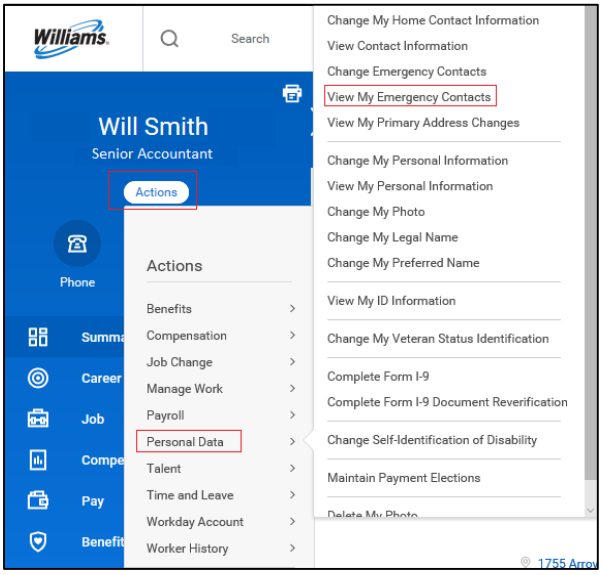


5. Be sure to click the button to save when complete.

6. Once you have completed all relevant fields, click **Submit**.

7. You will see a confirmation screen. Click **Done** to return to the Workday homepage.

8. This type of change will be enacted immediately. To view your updated Emergency Contacts, click the **Personal Information** application. From your Profile, click Actions, Personal Data, then View My Emergency Contacts to see your updated contact information.

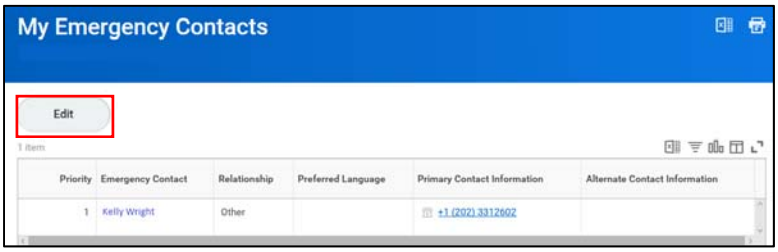


Add Additional Emergency Contact

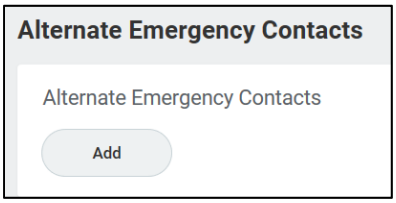
Workday features a consolidated list of contact types (both here and in marital designation on personal profile) which you can organize by primary or secondary contact.

Follow the steps above to navigate to the **Emergency Contacts** section within the **Personal Information** application to add a secondary contact.

1. On the **Emergency Contacts** page, you'll see your existing emergency contacts and the option to edit your emergency contact list. To add a new emergency contact to the list, click **Edit**.



2. If you scroll down past the information fields for your current emergency contact, you will see a section called **Alternate Emergency Contacts**. Click **Add** to add a new contact.



3. Fill in the relevant information in each section, including required fields marked with a red asterisk, and click the button when complete.
4. Once you have completed all relevant fields, click **Add**, then click **Submit**
5. You will see a confirmation screen. Click **Done** to return to the Workday homepage.