

Change Your Emergency Contact – Detailed Job Aid

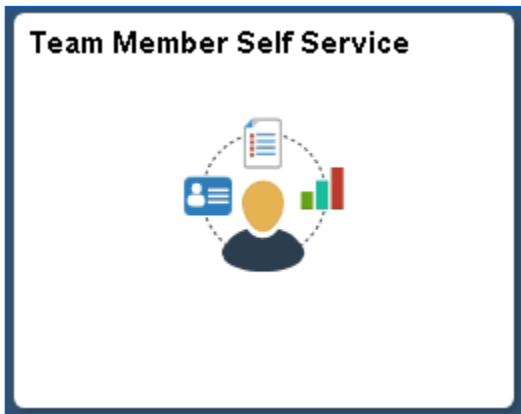
Procedure

Follow these steps to change your emergency contact information:

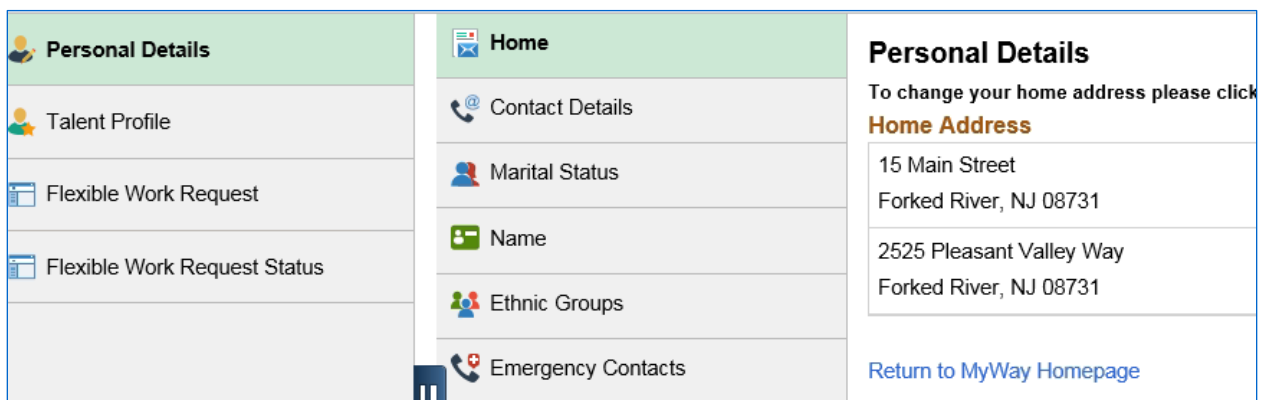
1. Access the **MyWay** system as follows:
 - a. Go to **The Exchange** at <http://www.hmhn.org>.
 - b. At the top right of the page, click the **MyWay** link.
 - c. Click the **Sign In** tile.
 - d. Enter your User ID and password and click the **Sign In** button.



2. After you sign in, verify the header says **MyWay**. If it does not, click the header dropdown arrow and select **MyWay**.



3. Click the **Team Member Self Service** tile.



4. The **Personal Details > Home** menu defaults. Click the **Emergency Contacts** menu item.

Emergency Contacts		
Contact Name	Relationship	Preferred
Andrew Collaborative	Spouse	<input checked="" type="checkbox"/>
Lindsey Collaborative	Parent	<input type="checkbox"/>

5. Do one of the following:
 - a. To update an emergency contact:
 1. Click in the area of the emergency contact.

Cancel
Emergency Contact
Save

*Contact Name

*Relationship ▼

Preferred

Address

No data exists.

Phone Numbers

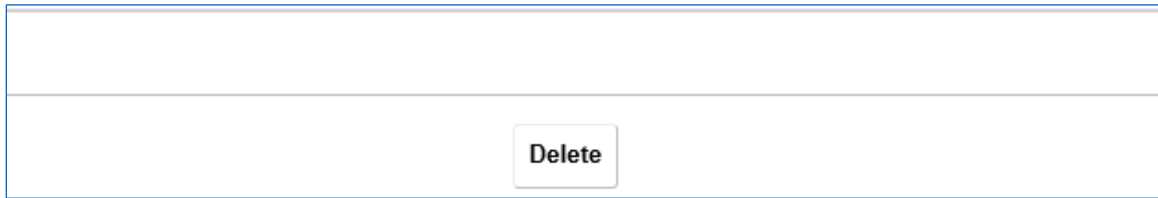
+

Phone	Extension	Type
551111333		Mobile >

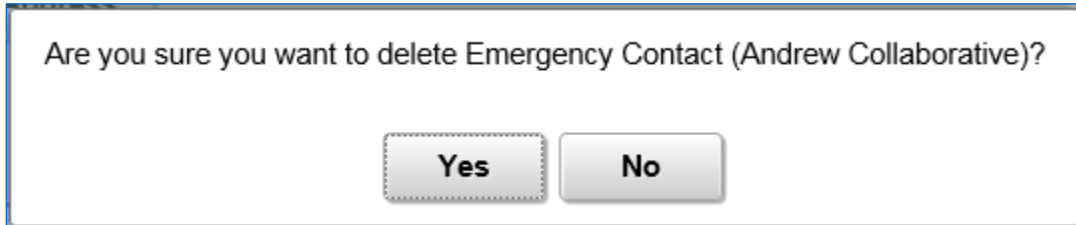
2. Update the emergency contact in the applicable fields. To update a phone number, click in the area of the phone number, update the information, and click the **Done** button.
3. Click the **Save** button.
- b. To delete an emergency contact:

Note: If you only have one emergency contact, it cannot be deleted.

 1. Click in the area of the emergency contact.



2. Click the **Delete** button.



3. Click the **Yes** button to confirm you want to delete the emergency contact.
- c. To **add** an emergency contact:
1. Click the **plus (+)** sign below the Emergency Contacts header.
 2. Complete the fields for the new emergency contact and click the **Done** button.
 3. Click the **Save** button.

Result: The **Contact Details** page displays with the updated emergency contact information.

Questions?

If you have any questions, please contact Team Member Support Services through one of the following: **1)** submit an inquiry by clicking the **Team Member Service Center** tile from the **MyWay home page** and completing the Inquiry page presented; **2)** call 551-996-2877.