

# Change Your Emergency Contact – Quick 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** menu defaults. From the Personal Details menu, click the **Emergency Contacts** menu item.
5. Do one of the following:
  - a. To update an emergency contact:
    1. Click in the area of the emergency contact.
    2. Update the emergency contact in the applicable fields 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.