The following is the process for setting up and modifying your emergency contact information on Edison.

Log into Edison
On the top right side of the screen you should see:

Select the icon to open the menu on the right of the screen that looks like:

Next, select the icon to open the Navigator menu.

Select the “HCM” menu option.

Select the “Self Service” menu option.

Select the “Personal Information” menu option.

Select the “Emergency Contacts” menu option. This screen appears:

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Relationship to Employee</th>
<th>Primary Contact</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Contact’s Name</td>
<td>Other</td>
<td>✅</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Contact’s Name</td>
<td>Child</td>
<td>✅</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Contact’s Name</td>
<td>Spouse</td>
<td>✅</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fourth Contact’s Name</td>
<td>Mother-in-Law</td>
<td>✅</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To add a new emergency contact: Click the “Add Emergency Contact” button.
By clicking the button you access a new screen. This is where you enter the emergency contact's information:

To Delete a Contact, select the Delete icon that looks like a trashcan on the page seen below and follow the directions:

When you are finished, click at the bottom left of the screen.
To edit the information for an existing Contact, select the Edit icon that looks like a pencil on the page seen below and follow the directions:

When you are finished editing, click at the bottom left of the Edit screen.

Once you have completed all additions, deletions, and/or edits, be sure to return to the “Emergency Contacts” page and click at the bottom left of the screen.

If all works, you should receive the following message:

At this point, click “OK” to complete your process.