

SF Emergency Contact, Updated 2/6/20, by SThacker

SuccessFactors (SF) Quick Guide: Personal Information – Emergency Contact

Instructions for: Employee Files-Personal Information-Emergency Contact

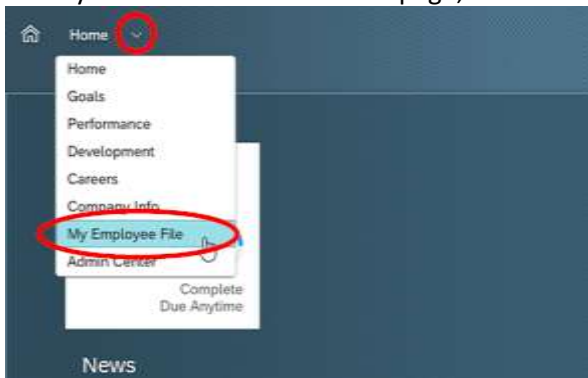
What need to be done prior: Activated SF Account

Tools needed: Internet connection

Recommended for: All team members

Important Note: It is very important to have current and accurate emergency contact information.

1. From your SuccessFactors Home page, Select the drop-down arrow then select My Employee File.

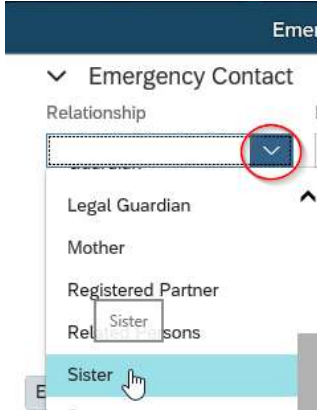


2. You are now on the personal information screen. Scroll down to the Emergency Contact section. Click on the pencil to edit.



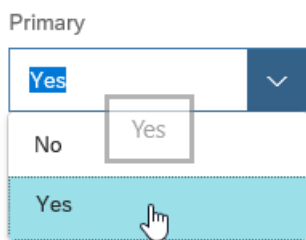
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3. Select the relationship type from the drop-down.



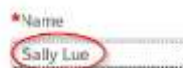
The screenshot shows the 'Emergency Contact' section of a form. A dropdown menu for 'Relationship' is open, displaying options: Legal Guardian, Mother, Registered Partner, Sister, and Sons. The 'Sister' option is highlighted with a blue bar and a mouse cursor is pointing at it. A red circle highlights the dropdown arrow icon.

4. Make sure Yes is selected for Primary. This signifies this is the first person to contact for an emergency.



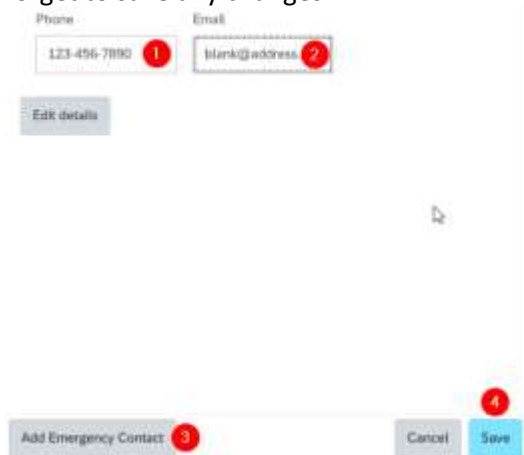
The screenshot shows the 'Primary' dropdown menu. The 'Yes' option is selected and highlighted with a blue bar. A mouse cursor is pointing at the 'Yes' option. The 'No' option is also visible.

5. Put in the first and last name of your emergency contact.



The screenshot shows the 'Name' input field with the text 'Sally Luo' entered. A red circle highlights the input field.

6. Put in the best 1-contact number and 2-email for your emergency contact. 3-Select Add Emergency Contact if you would like to add another (secondary) emergency contact. 4-Don't forget to save any changes.



The screenshot shows the 'Emergency Contact' form with the 'Phone' and 'Email' input fields. The 'Phone' field contains '123-456-7890' and the 'Email' field contains 'blank@address'. Red circles with numbers 1 and 2 highlight these fields. Below the input fields is an 'Edit details' button. At the bottom of the form are three buttons: 'Add Emergency Contact' (highlighted with a red circle and number 3), 'Cancel', and 'Save' (highlighted with a red circle and number 4).