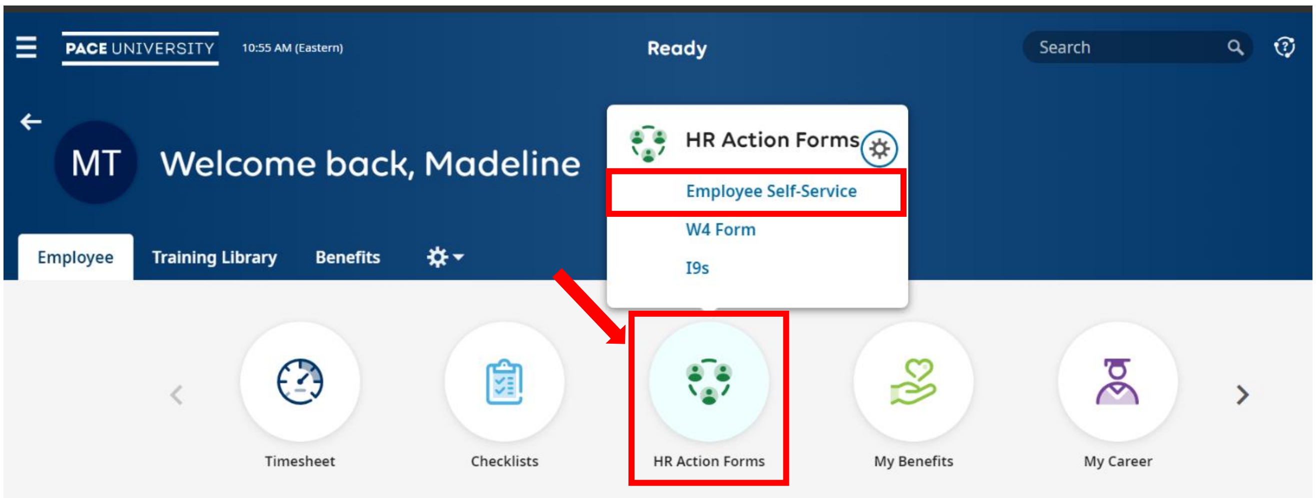
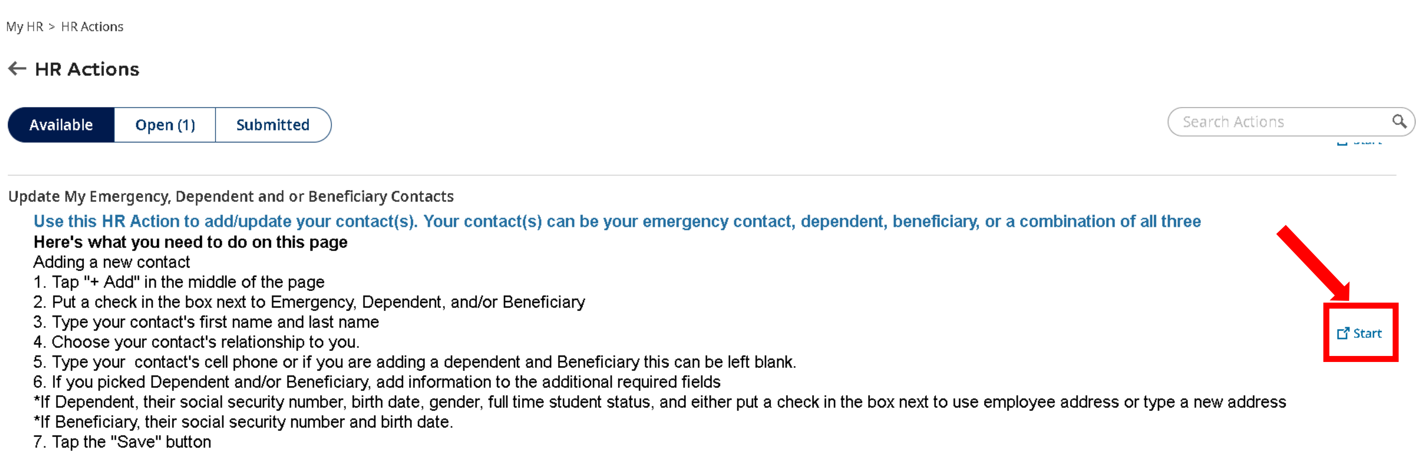
Updating your Contacts (Emergency, Beneficiary, Dependent):

This training document is intended to provide instruction on how to update your contacts in UKG Ready.

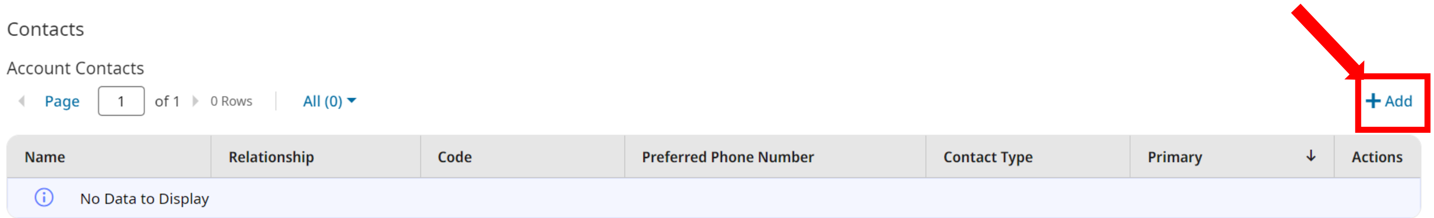
Login to UKG Ready and click on the **HR Action Forms** button and select **Employee Self-Service**.



On the available tab, click on the **Start** button to the far right of the **Update My Contacts** action.



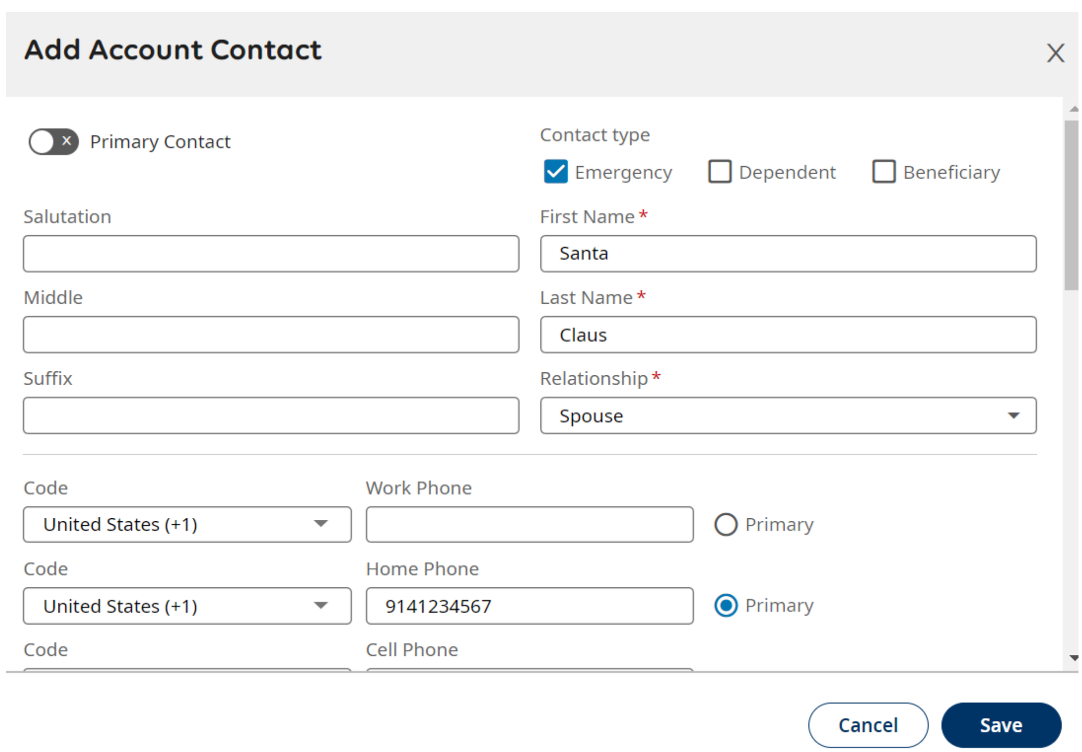
Scroll to the bottom and click on the +Add button to the far right.



Fill out the required fields including adding a phone number. Please note you can check one of the following or all three:

1. **Emergency**-this should be checked if this is your emergency contact. All employees must have an emergency contact on file.
2. **Dependent**- this should be checked if this person is a dependent for the purposes of Benefits coverage.
3. **Beneficiary**- this should be checked if this person is a dependent for the purposes of life insurance.

Click **Save** once done.



Click on **Submit** to finish the HR action. You have successfully updated your contacts in UKG Ready.