

Create an Emergency Contact via Document Records

Create an Emergency Contact

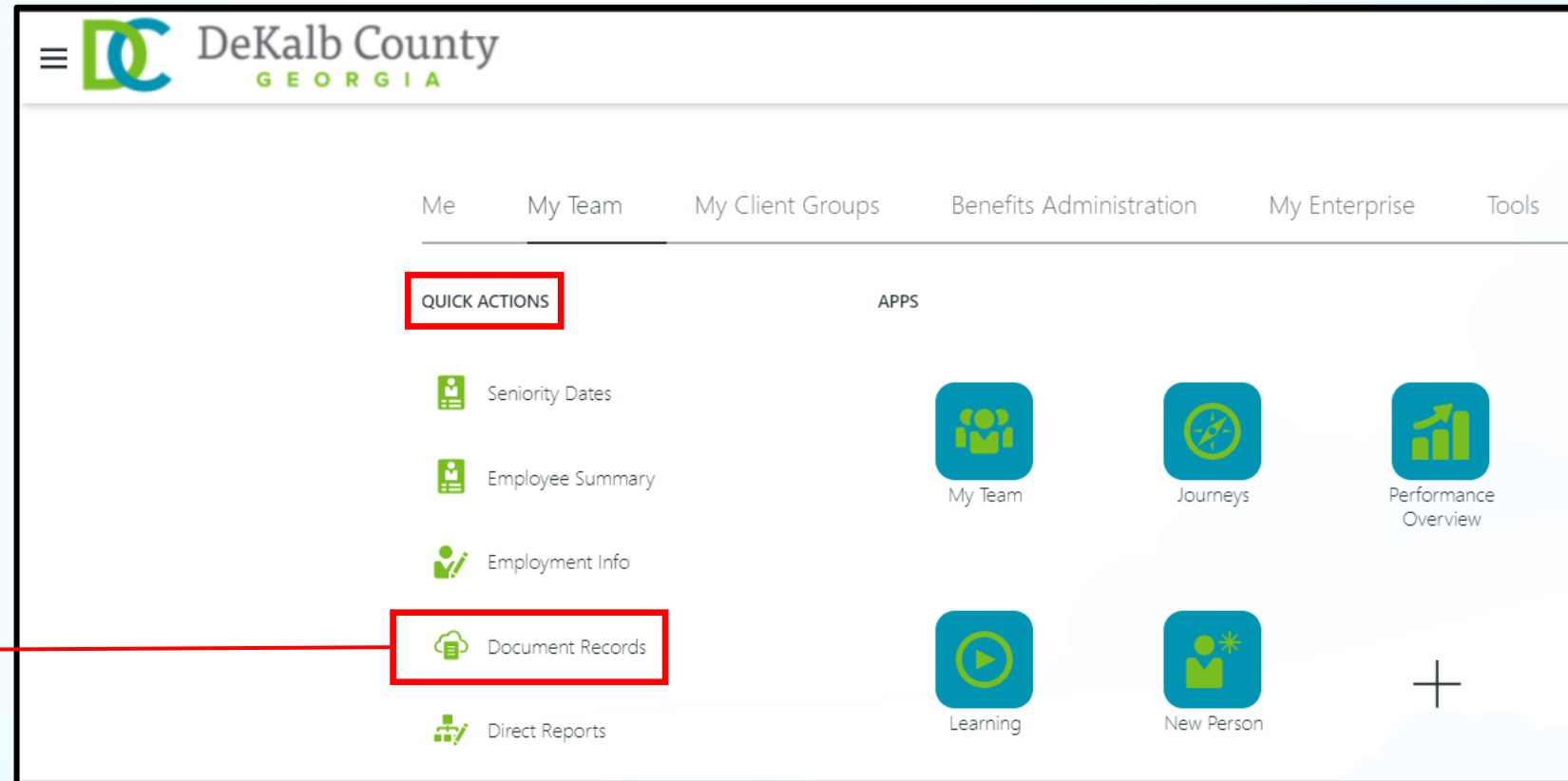
- 
- **All emergency contacts are created via the Document Records quick action**
 - **All other contacts are created specific to dependents and beneficiaries**

Navigation



**Me →
Quick Actions →
Document Records →
Add Document**

Create an Emergency Contact



1

Select Document Records under Quick Actions

Create an Emergency Contact



2

Select the +Add button

<

NM

Document Records

Nieara Gyshaun Mason, 15050 - Employee Development Trainer

Search by type, name, or number

Q

Category

Excluded 2 X

Last Updated

Type

Filters

Clear (2)

Bookmark

+ Add

Download

Sort By Last Updated, New to Old

DeKalb Course Certificates iaryrh			
Last Updated Date 4/1/26 3:52 AM	Attachment Count 0		
Employment Agreement ualsie			
Last Updated Date 3/9/26 5:53 PM	Attachment Count 0	Issued On 8/23/07	
DeKalb Course Certificates			

Create an Emergency Contact

3

Select **Emergency Contact**
from the Document Type
dropdown

Document Type

Name	Country	Category
Emergency Contact		Personal information
Employer Paid Benefits		Payroll
Employment / Compensation Verification		Employment

Create an Emergency Contact



4

Enter the applicable
Emergency Contact details

Document Type
Emergency Contact

Country
All Countries

Category
Personal information

From Date

First Name

Required

Last Name

Required

Phone Number

Required

First Name 2

Last Name 2

Phone Number 2

First Name 3

Last Name 3

Phone Number 3

Attachments

Drag and Drop

Select or drop files here.

Create an Emergency Contact



Select **Submit** to complete the process

