

Who is this document for?

- ✓ All Associates

Follow the steps below to add, update, or delete an emergency contact. It is critical to keep this information up to date to for safety reasons!

STEP A LOGIN TO PEOPLEHUB

Salaried Associates & Managers:

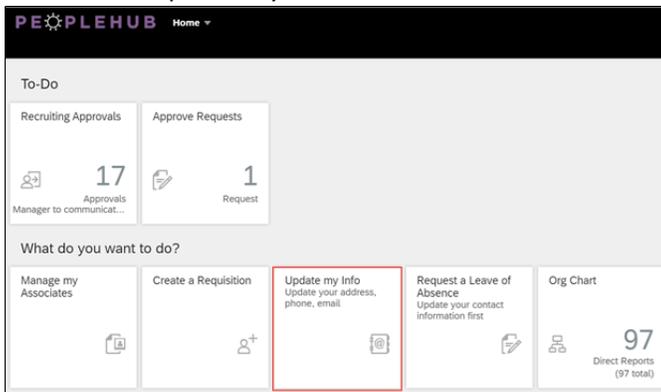
1. Login to Owners Management Suite (OMS) at <https://sso.compassmanager.com/login>
2. Select Applications > People Management
3. Click on the PeopleHub icon 

Frontline Associates:

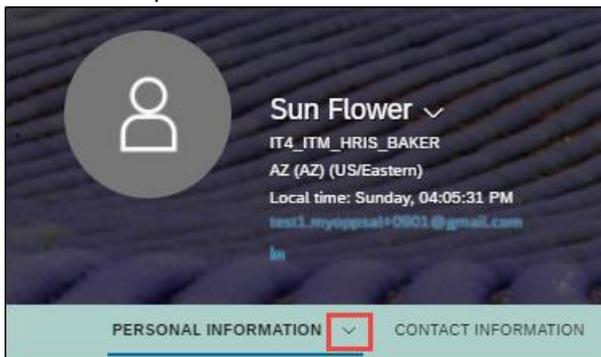
1. Login to Compass Associate Portal (CAP) at CompassAssociate.com
2. Click on the PeopleHub icon under Applications on the Dashboard screen 

STEP B NAVIGATE TO EMERGENCY CONTACT

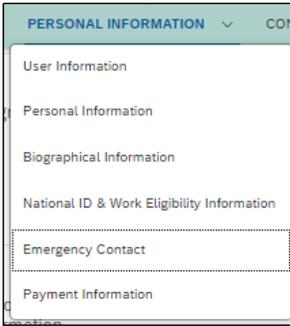
1. Click on the Update My Info tile



2. Click the drop-down arrow next to **Personal Information**



3. Select **Emergency Contact**



4. Click on the pencil next to **Emergency Contact**

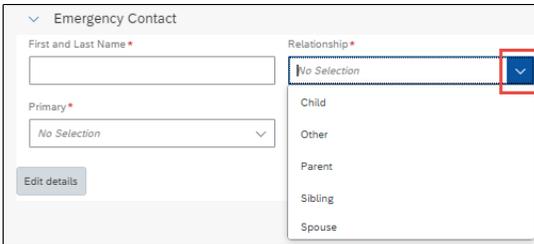


STEP C ADD, UPDATE, OR DELETE EMERGENCY CONTACT

Follow the steps below to either: add a new emergency contact, update an existing emergency contact, or delete an emergency contact.

ADD EMERGENCY CONTACT(S)

1. Add emergency contact's first and last name
2. Click the down arrow in **Relationship** and select their relationship to you



3. Add their phone number and email address
4. Select if the contact is your primary contact



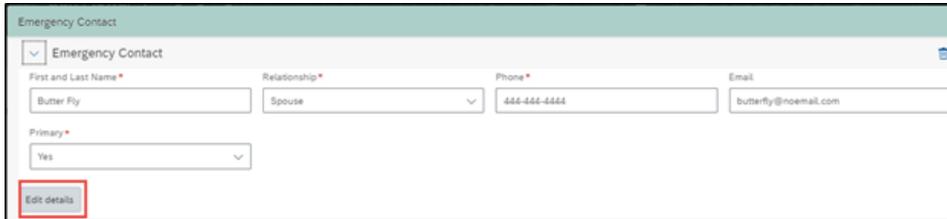
5. Select **Add Emergency Contact** to add additional contacts



6. Click **Save** when you are finished adding contacts

UPDATE EXSISTING EMERGENCY CONTACT

1. Click Edit Details

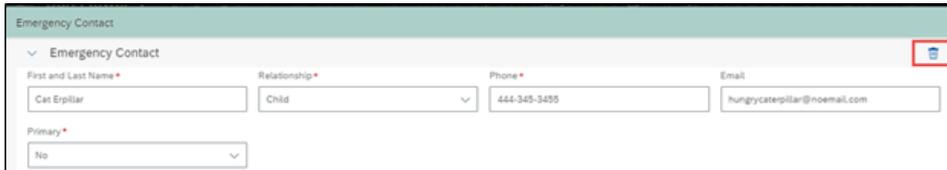


The screenshot shows a web form titled "Emergency Contact". It has a dropdown menu for "Emergency Contact" with a trash can icon. Below are four input fields: "First and Last Name" (containing "Butter Fly"), "Relationship" (a dropdown menu with "Spouse" selected), "Phone" (containing "444-444-4444"), and "Email" (containing "butterfly@noemail.com"). There is also a "Primary" dropdown menu with "Yes" selected. At the bottom left, the "Edit details" button is highlighted with a red box.

2. Edit the name, relationship, phone, email and primary (yes or no) for each contact
3. Click **Save**

DELETE AN EMERGENCY CONTACT

1. Click the **trash can** next to the emergency contact



The screenshot shows a web form titled "Emergency Contact". It has a dropdown menu for "Emergency Contact" with a trash can icon highlighted in red. Below are four input fields: "First and Last Name" (containing "Cat Erpillar"), "Relationship" (a dropdown menu with "Child" selected), "Phone" (containing "444-345-3455"), and "Email" (containing "hungrycatpillar@noemail.com"). There is also a "Primary" dropdown menu with "No" selected.

2. Click **Save**