Update Emergency Contact

- 1. Log into A360 at https://myadvantagecloud.cgi.com/PROD/portal/Advantage360Home
- 2. Click Employee Self Service



3. Click the Home tab

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4. In the Welcome Widget, click View Profile

Welcome!		
	Welcome! Choose a link below to view your information or to make upda information.	ates to your profile
	View Profile Update Emergency Contact	
	Process Name Change	nses and Certifications

5. Add Emergency Contact

Select the Add Emergency Contact button to insert a new line.

First Name	Last Name	Relationship	Phone	Email	Delete Line	Copy Line
MICKEY	MOUSE		6166161234	MMOUSE@GMAIL	Ŵ	(A)

Delete Line - Existing contact lines can be deleted by selecting the trash can icon for the line you wish to delete.

Copy Line - You can also add a contact by copying an existing contact. Select the copy icon on the line for the contact you wish to copy. A new line will be inserted and you can modify the information as needed.

You can enter up to four phone numbers and two e-mail addresses for each contact. Select the

Enter Address Information

Enter the contact name and address information below. Additional emergency contacts can be added by clicking the "Add Emergency Contact" button.

Contact Name Prefix:	[2	*	Street 1: 1	23 COMEDY		
* Contact First Name:	DAVE			Street 2:			
Contact Middle Name:				* City: M	Y CITY		
* Contact Last Name:	CHAPELLE		*Sta	te/Province:	MICHIGAN	<u></u>	
tact Name Suffix:	2		* Zip/P	ostal Code:	49504		
Contact Description:	NEIGHBOR		*(Country: Ur	nited States	2	
Relationship: NEIG	HBOR 📩			County:		<u>æ</u>	
Home Department:							
Position ID:							
Spouse works for same employer?							
Spouse ID:							
Name:							
Enter Phone and E	-mail Information						
HPEMER2 - In this s	ection, you can enter	up to <mark>4 phone num</mark>	bers an <mark>d</mark> 2 e	e-mail addre	sses for you	r emergency contact.	
HPEMER2 - In this s Phone *Phone: 616-616-12	ection, you can enter	up to 4 phone num	bers and 2 e	e-mail addre Mobile	esses for you	r emergency contact. Primary Phone: 🔽	
HPEMER2 - In this s Phone Phone: 616-616-12 Phone:	ection, you can enter 234 Ext: Ext:	up to 4 phone num	bers and 2 (Type: [Type: [e-mail addre Mobile Fax	esses for you	r emergency contact. Primary Phone: 🗹 Primary Phone: 🗌	
HPEMER2 - In this s Phone Phone: Phone: Phone: Phone: Phone:	ection, you can enter 234 Ext: Ext: Ext: Ext: Ext: Ext: Ext: Ext:	up to 4 phone num	bers and 2 (Type: [Type: [Type: [e-mail addre Mobile Fax Fax	esses for you	r emergency contact. Primary Phone: ☑ Primary Phone: □ Primary Phone: □	
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HPEMER2 - In this s Phone Phone: Phone: Phone: Phone: Phone: Email E-mail: MMOUSE(ection, you can enter 234 Ext: Ext: Ext: Ext: Ext: Ext: Ext: Ext:	up to 4 phone num	bers and 2 (Type: [Type: [Type: [Type: [e-mail addre Mobile Fax Fax Fax GMAIL.COM	esses for you	r emergency contact. Primary Phone: Primary Phone: Primary Phone: Primary Phone: Primary E-mail:	

Primary Phone and **Primary E-Mail check box** next to the phone number or email address that should be used as the primary contact method.

Once you have made all your changes, select the **Submit** button to save your emergency contacts and return to the Welcome page. If you select the **Cancel** button, you will exit the Update Emergency Contacts pop up without saving your changes and return to the Welcome Page.