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

4. In the **Welcome** Widget, click **View Profile**

5. Add Emergency Contact

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

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:		* Street 1:	123 COMEDY
* Contact First Name:	DAVE	Street 2:	
Contact Middle Name:		* City:	MY CITY
* Contact Last Name:	CHAPELLE	*State/Province:	MICHIGAN
tact Name Suffix:		* Zip/Postal Code:	49504
Contact Description:	NEIGHBOR	*Country:	United States
Relationship:	NEIGHBOR	County:	
Home Department:			
Position ID:			
Spouse works for same employer?	☐		
Spouse ID:			
Name:			

Enter Phone and E-mail Information

HPEMER2 - In this section, you can enter up to 4 phone numbers and 2 e-mail addresses for your emergency contact.

Phone

*Phone: 616-616-1234	Ext:	Type: Mobile	Primary Phone: ☑
Phone:	Ext:	Type: Fax	Primary Phone: ☐
Phone:	Ext:	Type: Fax	Primary Phone: ☐
Phone:	Ext:	Type: Fax	Primary Phone: ☐

Email

E-mail: MMOUSE@GMAIL.COM	Confirm E-mail: MMOUSE@GMAIL.COM	Primary E-mail: ☑
E-mail:	Confirm E-mail:	Primary E-mail: ☐

Cancel Submit

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.