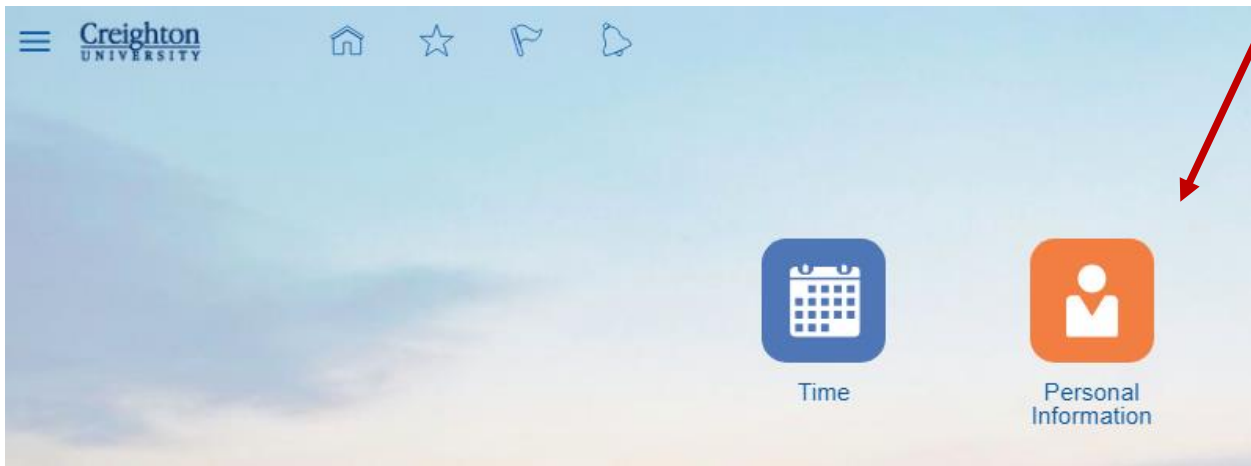
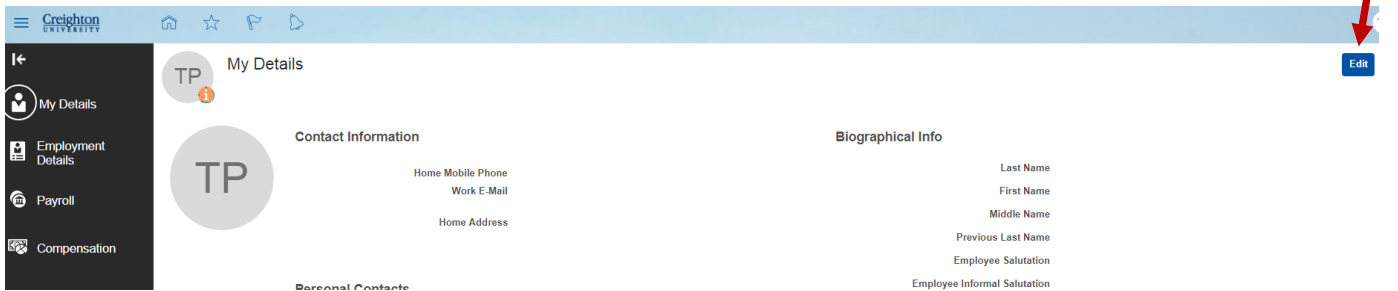


1.) After logging into myHR, click on the Personal Information icon.



2.) Click on the Edit button on the right-hand side.



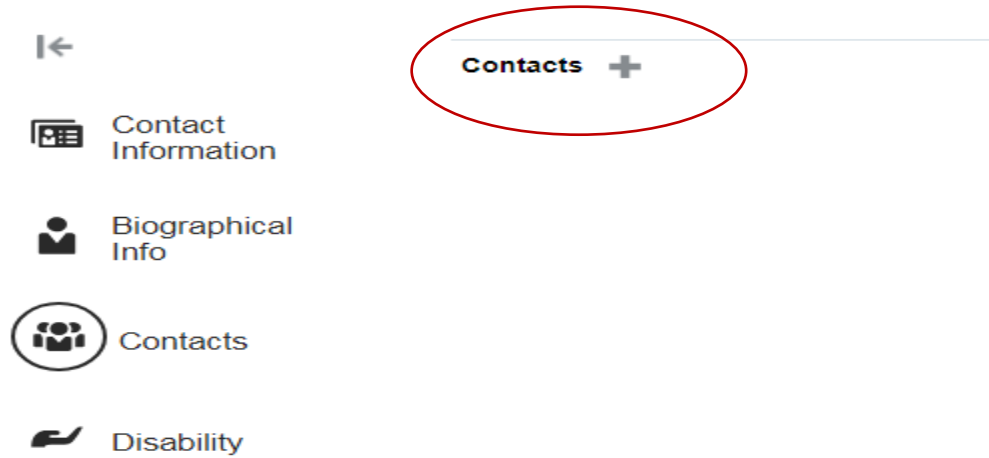
3.) Click on "Contacts" icon.

Edit My Details: Contact Information

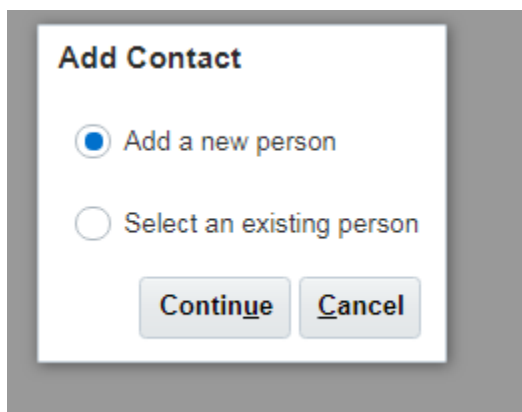
A screenshot of the 'Edit My Details: Contact Information' page. The left sidebar shows navigation links: 'Contact Information', 'Biographical Info', 'Contacts' (which is circled in red), and 'Disability'. The main content area is titled 'Edit My Details: Contact Information'. It features a 'Contacts' section with a '+' button to add new contacts. Below this, there is a table with columns for 'Primary', 'Type', and 'Details'. The table contains two rows: one for 'Home Mobile Phone' with a value of '402-650-0217', and one for 'Work E-Mail'. Below the table, there is an 'Address' section with a '+' button to add new addresses. This section includes fields for 'Primary Mailing', 'Type', 'Effective Start Date', 'Country', '* Address Line 1', 'ZIP Code', 'City', 'State', 'Tax District', and 'County'.

4.) Click on the plus sign to enter a new contact.

Edit My Details: Contacts



5.) Click “Continue” when the box to add a new person pops up.



6.) Enter the information for your dependent. Then click on the + sign by “National ID” and enter your dependent’s SSN.

* Relationship	
* Relationship Start Date	11/27/18 
Contact Effective Start Date	11/27/18
Emergency Contact	☐
Country	United States
Global-Name Language	American English
* Last Name	
First Name	
Title	
Prefix	
Suffix	
Middle Name	
Honors	
Preferred Name	
Previous Last Name	
Employee Salutation	
Employee Informal Salutation	
Employee Formal Salutation	
Gender	
Date of Birth	m/d/yy 
Email	
National ID	

7.) Once completed, click on “Save and Close”.