To add or change you're Emergency Contact:

Log in to ADP then go to below information to add or change you're Emergency Contact. Please have this completed within 14 days of your start day.   If you need further assistance contact HR by stopping by office or call Vicki Al-Lawati at 859.899.2243 or by email at HR@LFCHD.org .

Starting Point: Myself > My Information > Profile

1 In the **Emergency Contacts** card, select the appropriate option:

- To enter a new emergency contact, click **Add Contact**.

- To update the emergency contact information, click ✏ (edit).

- To delete the emergency contact, click 🗑 (delete).

2 Enter or update the emergency contact's name, and indicate if this contact should be considered primary.

3 Enter or update the emergency contact's address (including the country), phone, and email information.

4 When you finish, do one of the following: