

Emergency Contacts

Purpose Use this procedure to maintain your emergency contact information.

Helpful Hints	 ESS does not limit your Emergency Contacts to only family members or relatives.
	 Is your Emergency Contact outside of the USA? If yes, you will need to follow your agency's procedure for updating your emergency contact. ESS does not accept international phone numbers at this time for emergency contacts.
	 You can go directly to the portal from any supported internet browser by entering this web address: https://wahrms.wa.gov . Depending on your operating system, the supported browsers are: Microsoft Internet Explorer 7 or 8 and Mozilla Firefox 3.5. Other browsers may work, but they are not supported.

Procedure

1. Start all ESS actions by logging into the Washington State HRMS Portal.

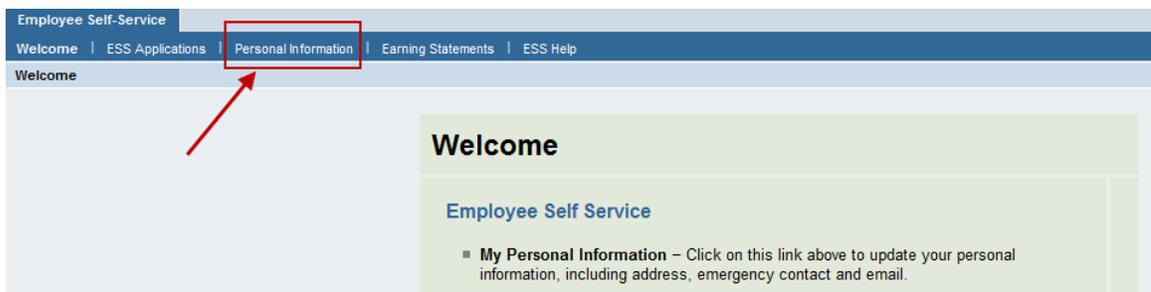


The screenshot shows the 'Welcome to Washington State's Human Resource Management Systems' page. On the left, under the heading 'HRMS PORTAL', there are two input fields: 'Logon ID *' and 'Password *'. Below these is a yellow 'Log on' button. There are also links for 'Reset Password or First Time User', 'Having Trouble Logging In?', and 'More ESS Information'. A message at the bottom states: 'This is a secure application and available only to Washington State employees.' On the right, there is a large image of a snow-capped mountain peak.



For help logging in see the "Logging In" procedure.

2. Start the action by clicking on the **Personal Information** tab.



The screenshot shows the 'Employee Self-Service' navigation bar. The 'Personal Information' tab is highlighted with a red box and a red arrow pointing to it. The navigation bar includes links for 'Welcome', 'ESS Applications', 'Personal Information', 'Earning Statements', and 'ESS Help'. Below the navigation bar, the main content area displays a 'Welcome' message and a section for 'Employee Self Service' with a link for 'My Personal Information'.



Tip: You may also click on the **ESS Applications** tab for an overview of all services available in ESS. You can access **Personal Information**, **Earning Statements** and **ESS Help** from this tab.

- Click on the **Emergency Contacts** link to select.

Personal Information



Personal Information

[Addresses and Telephone numbers](#)
Enter, change, or delete your addresses and telephone numbers.

[Emergency Contacts](#) ←

Enter, change, or delete your emergency contact information.

[Email Address](#)
Enter, change, or delete your WORK email address. Only ONE (1) email address allowed.

Personal Information Help

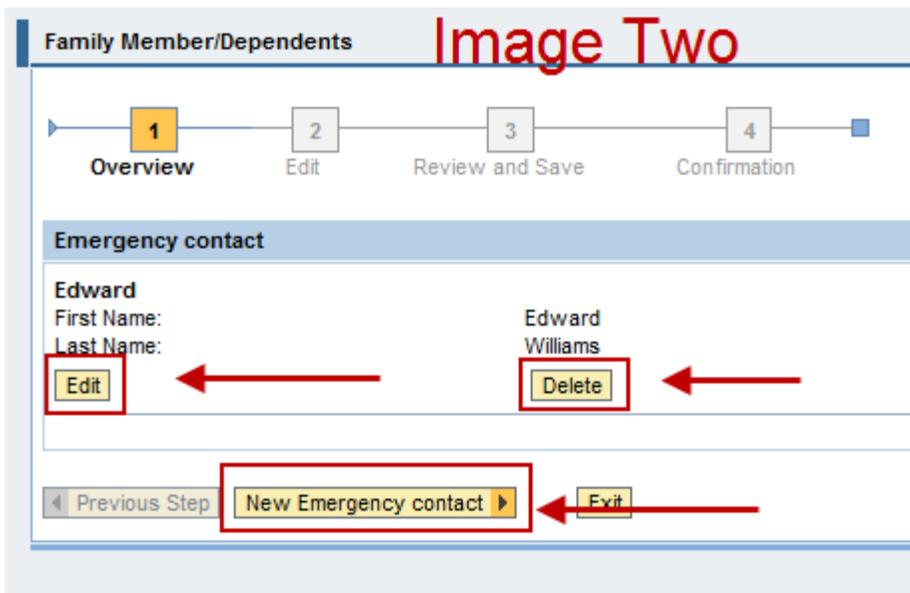
[Addresses Help](#)

[Emergency Contacts Help](#)

[Email Address Help](#)

- Overview**
Perform one of the following.

If	Then
You want to create a New Emergency Contact .	Click the New Emergency Contact button.  If entering for the first time, see Image One . If you already have emergency contacts saved and want to add additional names, see Image Two .
You want to update your Emergency Contact .	Click the Edit button. (see Image Two)
You want to remove your Emergency Contact .	Click the Delete button (see Image Two)  After clicking the Delete button you will be taken to Review and Save step. Click the Delete button again to remove the emergency contact. Go to Step 8 of this procedure to complete the action.



5. **Edit**
Complete the following fields for **Emergency contact**.



The only required information for an emergency contact is their name and phone number. If an address is entered, however, the address must be complete (e.g. you must include a House Number and Street, City, State, Zip Code, and Country).

ESS does not limit your emergency contacts to only family members or relatives.

R=Required Entry O=Optional Entry		
Field Name	R/O	Description
First Name	R	The contact person's first name. Example: Edward
Last Name	R	The contact person's last name. Example: Williams
House Number and Street	O	The residential street address. Example: 459 North Avenue
Address Line 2	O	Enter an apartment, office, suite or post office box number, if applicable. Otherwise, leave blank. Example: Suite 201
Country	O	The country where the contact person resides.  By entering the Country first, the correct State selection list will appear in the State field. Example: USA
City	O	The city where the contact person resides. Example: Olympia
State	O	The state where the contact person resides. Example: Washington
Zip Code	O	The 5 or 9 digit zip code of the city where the contact person resides. Example: 98516-4599
Telephone	R	The contact person's phone number. Example: <input type="text" value="360"/> <input type="text" value="943-0160"/>

Complete the following fields for **Validity Date**, if desired.

R=Required Entry O=Optional Entry		
Field Name	R/O	Description
Valid as of a Future Date	O	<p>ESS will automatically default to this selection and make your entry valid the next day.</p> <p> If you want to Future Date the record, click on the calendar icon and select a date.</p>
Validity Period	O	<p>Select this option if you would like to have this entry valid for a specified period of time.</p> <p> Once selected two calendar icons will appear for you to select a start and end date to make the record valid.</p> <p>Example: You are leaving for a vacation for two weeks and want to have an emergency contact identified for a specified period of time.</p>

Click the **Review** button to continue.



If you click on the **Exit** button, you will be taken back to the **Personal Information** page and nothing will be saved.

Family Member/Dependents

1 Overview 2 **Edit** 3 Review and Save 4 Confirmation

Emergency contact

Name

First Name: * Edward

Last Name: * Williams

Address

House Number and Street: 459 North Avenue

Address Line 2: Suite 201

Country: USA

City: Olympia

State: Washington

ZIP Code: 98516-4599

Telephone: * 360 943-0160

Valid as of Future Date 5/11/2010 

Validity Period

◀ Previous Step **Review** ▶ Exit

6. **Review and Save**

Review your entry for errors. Click the **Save** button to continue.

Family Member/Dependents

1 Overview 2 Edit 3 **Review and Save** 4 Confirmation

Verify Emergency Contact data below

Name
First Name: Edward
Last Name: Williams

Address
House Number and Street: 459 North Avenue
Address Line 2: Suite 201
Country: USA
City: Olympia
State: Washington
ZIP Code: 98516-4599
Telephone: 360 943-0160

Valid from 5/11/2010

◀ Previous Step **Save** Exit

7. **Confirmation**

You have saved your **Emergency Contact**.

Family Member/Dependents

1 Overview 2 Edit 3 Review and Save 4 **Confirmation**

i The changes you made to your Family Member data were saved

What do you want to do next?
[Go to Emergency Contact Update](#)
[Go to Personal Information homepage](#)
[Go to ESS Applications homepage](#)

8. You have completed the action. Perform one of the following actions or Log-off of ESS.

If	Then
You want to navigate back to Emergency Contact Update.	Click Go to Emergency Contact Update
You want to navigate back the Personal Information homepage.	Click Go to Personal Information homepage
You want to navigate all the way back to the main ESS Applications home page.	Click Go to ESS Applications homepage

Family Member/Dependents

1 Overview — 2 Edit — 3 Review and Save — 4 **Confirmation**

i The changes you made to your Family Member data were saved

What do you want to do next?
[Go to Emergency Contact Update](#)
[Go to Personal Information homepage](#)
[Go to ESS Applications homepage](#)