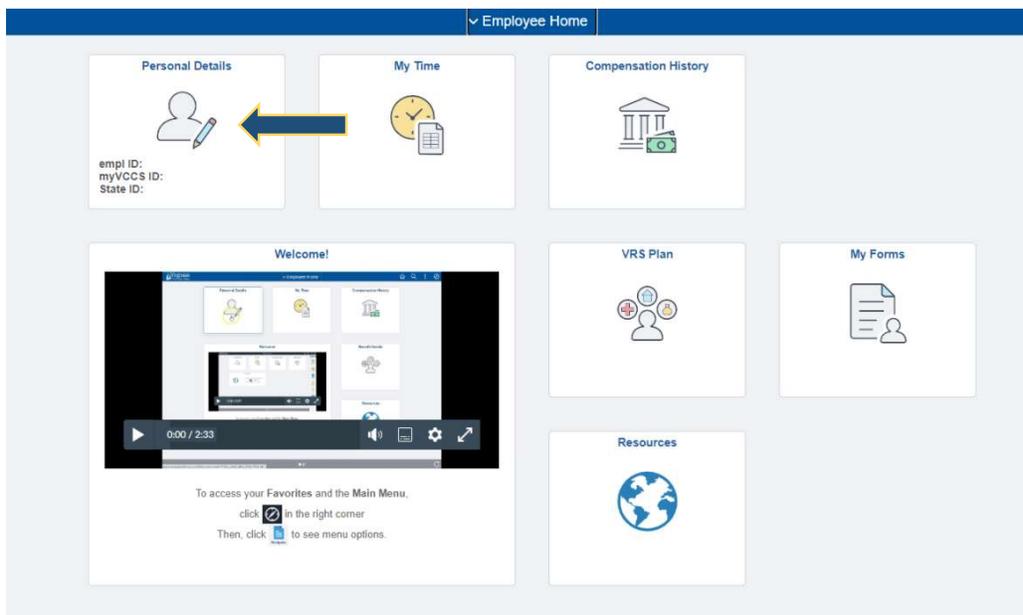


HCM (Quick Reference Guide)

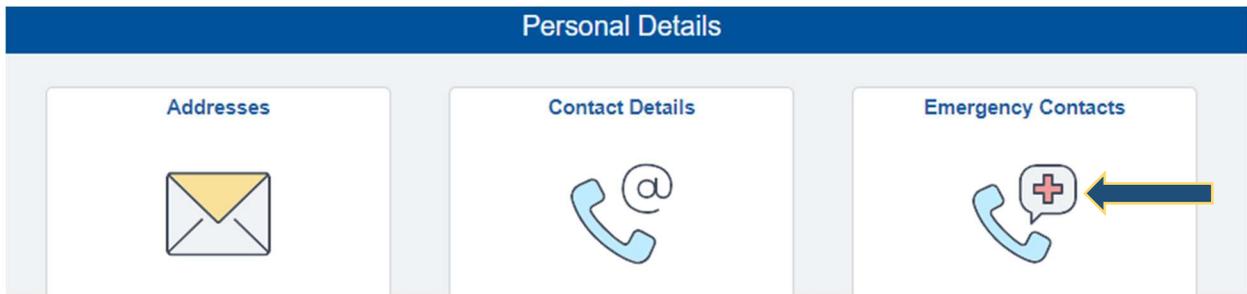


Login in by accessing [My P&HCC](#)

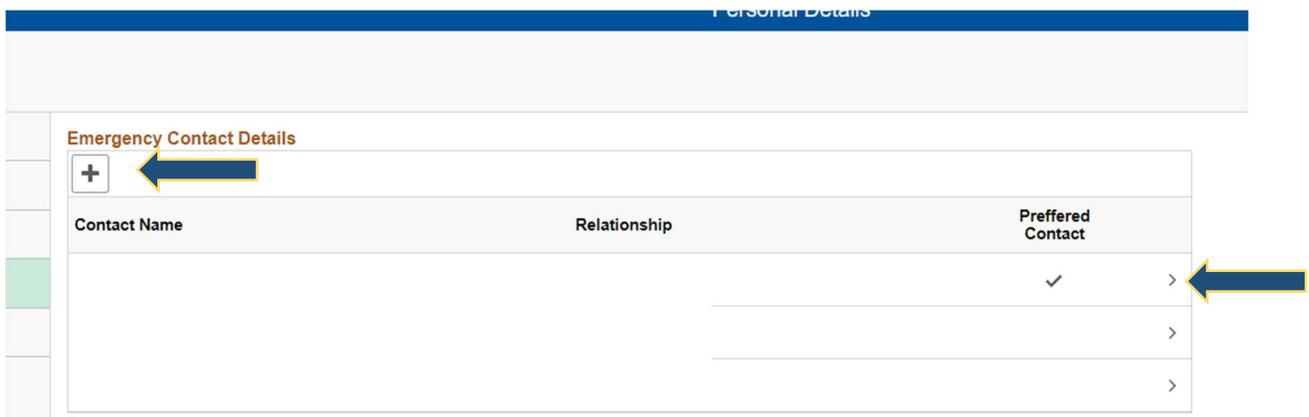
Homepage



Select [Personal Details](#) icon on the *Employee Homepage*



Select [Emergency Contacts](#) on the *PersonalDetails* landing page



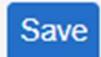
New Emergency Contact – enter the name, address, phone number of a new contact, if needed.



Edit Existing Emergency Contact – review, edit, or delete an existing emergency contact



Delete Existing Emergency Contact – follow “Edit Existing Emergenct Contact” steps, scroll to the bottom of *Emergency Contact* information, and select delete



Save all entries and changes.