

# Employee Self Service How to Update Your Emergency Contacts

EMPLOYEE SELF SERVICE – HOW TO GUIDE



## Employee Self Service – How to Update Your Emergency Contacts

Welcome to the Guide on how to update your emergency contacts through Employee Self Service. This guide will give you the step – by – step instructions on how to update your emergency contact(s), add a new emergency contact, or delete an emergency contact through Employee Self Service. Before following this guide, make sure you have access to [Employee Self Service](#) and your login information. If you do not have a login for Employee Self Service, or have any questions on this guide, please contact Human Resources at (262) 636-9175.

A



### A. Log In to Munis Self Service

Log in to [Employee Self Service](#).

**Website:** <https://selfservice.racinenet.org/MSS>

B

### Employee Self Service

Pay/Tax Information

Personal Information

Time Off

Training Opportunities

### B. Sidebar Selection

Select “Personal Information” located on the left sidebar.



C

## Personal Information

**General** Demographics **Contact** Dependents

### C. Contact Information

Select “Contact” located in the options listed under “Personal Information”.

D

## Personal Information

General Demographics **Contact** Dependents

### D. Emergency Contacts Section

Now that you are on the “Contact” section of your personal information page, you will see the emergency contact(s) that the Human Resources Department has on file for you. If you need to change this information, you will select the “Edit” button. If you want to add another emergency contact, you will select the “Add new” button. If you would like to delete an emergency contact, you will select the “Delete” button.

### Addresses [Add new](#)

Home Address  
3456 NEW STREET  
APT 1  
RACINE WI 53404  
[Edit](#)

### Emergency Contacts [Add new](#)

JANE DOE  
SPOUSE  
262-636-9475  
CELL  
3456 TEST STREET  
RACINE WI 53403

[Edit](#) | [Delete](#)



### Telephones [Add new](#)

WORK PHONE 262-636-9176 Listed Opting out of text messages <a href="#">Edit</a>   <a href="#">Delete</a>	CELL PHONE 262-636-9175 Listed Opting out of text messages <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Make primary</a>
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E

### Emergency Contacts [Add new](#)

Name\*  
JANE DOE

Relationship  
SPOUSE ▼

Primary telephone number [Add another](#)  
262-636-9475

Address  
3456 TEST STREET

Address line two

City  
RACINE

State  
WI

Zip code  
53403

Comments  
CELL

**Save** **Cancel**

### E. Type in the Emergency Contact

Type in the information for the new Emergency Contact in the fields that are provided.

F

**Save**

### F. Review Your Emergency Contact Information

When you are done typing in your new Emergency Contact, review the information to make sure that it is correct. After review, when you are ready to submit this new contact, you will click the “Save” button.

You have now updated your Emergency Contact(s), and the Human Resources Department will automatically be notified of the changes. If you have questions about this process, please contact Human Resources at (262) 636-9175.