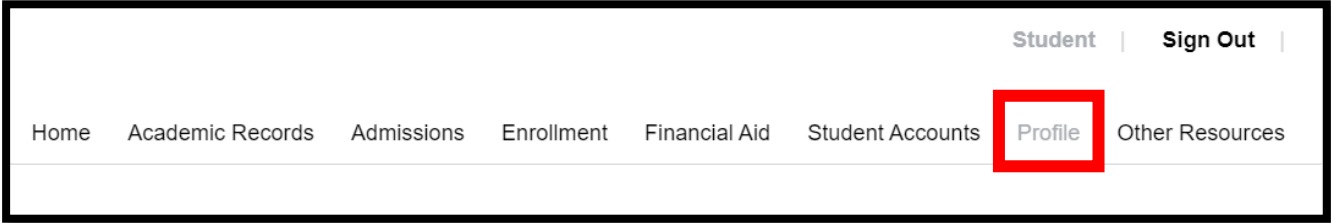


Adding Emergency Contacts in MyRecords

Click the **Profile** tab



Scroll to the bottom of the page and Click **Edit Emergency Contacts**



Click the **New Contact** button



Complete Emergency Contact information and Click **Save Contact** at the bottom of the page

Profile

Emergency contacts [Return](#)

Contact

This is the first person to be contacted in case of emergency.

Name*

Relationship*

Phone

Use My Phone Number

Phone Number (numbers only)

Extension

Address

Use My Address

Country

Street Address Line 1

Street Address Line 2

Street Address Line 3

City


State

Zipcode

County

Click the **Edit** button to edit any existing emergency contacts you have added

Click the **Delete** button to remove existing emergency contacts



The screenshot shows a user profile page with the following elements:

- Profile**: The main heading of the page.
- Emergency contacts**: A section containing a list of contacts.
- Return**: A red link with a return icon, located at the top right of the emergency contacts section.
- Contact 1**: "Parent (Primary): John Smith" with "Edit" and "Delete" buttons. The "Edit" and "Delete" buttons are highlighted with a red box.
- Contact 2**: "Foster Child: Will Smith" with "Edit" and "Delete" buttons.
- New Contact**: A button at the bottom right of the emergency contacts section.