

# Employee Self-Service: Emergency Contacts User Guide

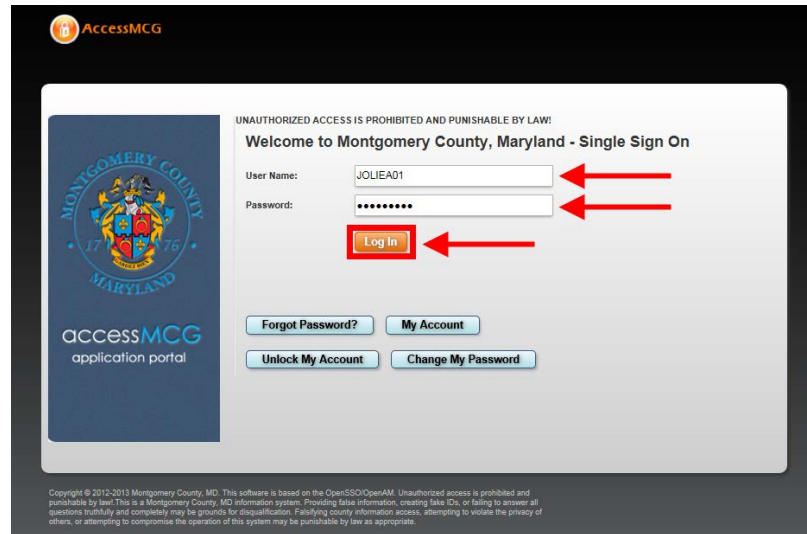
This guide will show you how to [access](#) (see step 1), [review](#) (see step 4), [add](#) (see step 6), [update](#) (see step 9) and [delete](#) (see step 13) your emergency contact information using Employee Self-Service (ESS). If you need assistance accessing ESS, please contact your department IT Specialist.

## ACCESS EMERGENCY CONTACT INFORMATION:

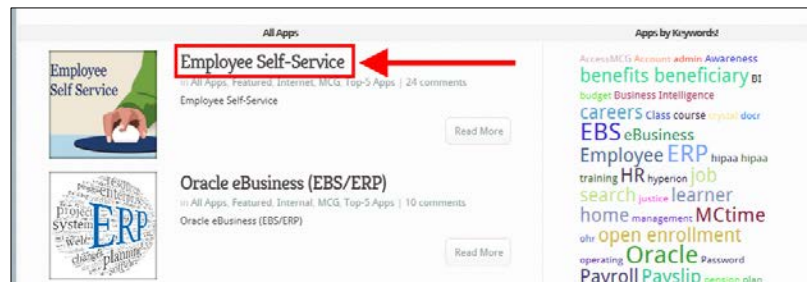
1. Go to [www.MontgomeryCountyMD.gov/eportal](http://www.MontgomeryCountyMD.gov/eportal) to access the AccessMCG login screen.

2. Log into the **AccessMCG portal** by entering your user name and password, and click **Log In**.

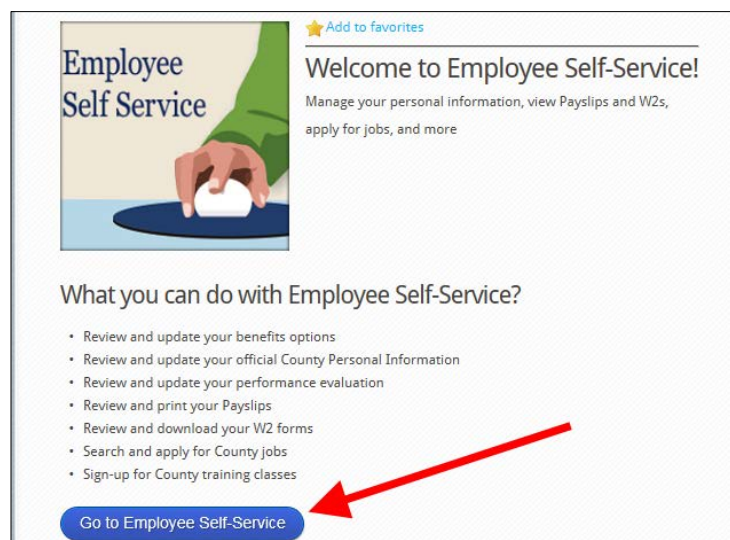
*Note: If you have a county email address and you are unable to log in, your password may need to be reset. Please contact your department IT Specialist for assistance.*



Click the **Employee Self-Service** link.

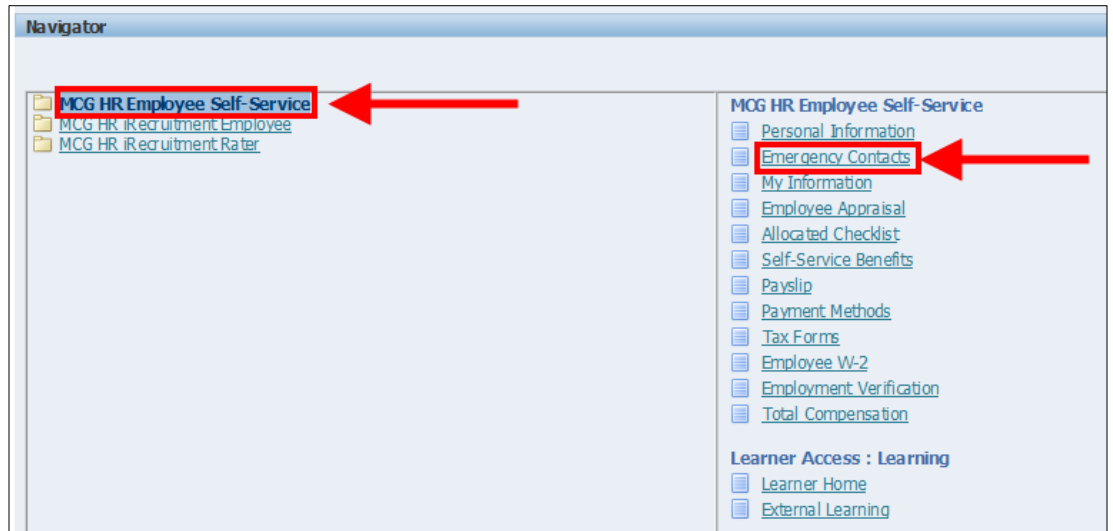


Click the blue button that says **Go to Employee Self-Service**.



3. First, click **MCG HR Employee Self-Service**

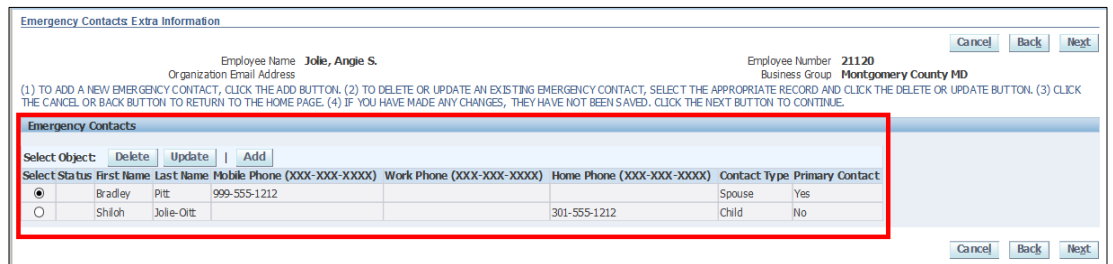
Next, click **Emergency Contacts**



**REVIEW EMERGENCY CONTACT INFORMATION:**

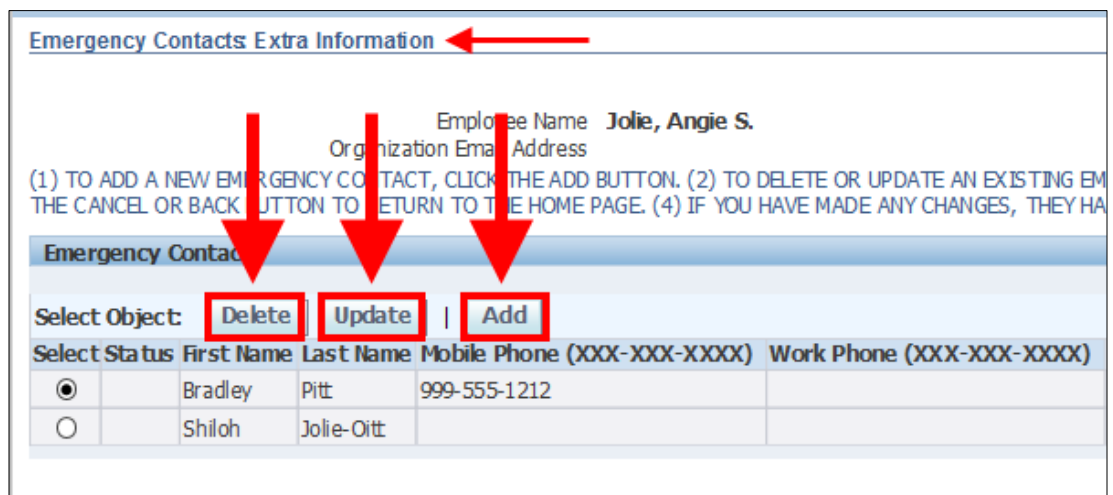
4. Once logged in, you will see your existing emergency contacts displayed. Columns include:

- First Name
- Last Name
- Mobile Phone
- Work Phone
- Home Phone
- Contact Type
- Primary Contact



Note: A first and last name and at least one phone number are required. Everything else is optional; however, it is a good idea to identify someone as a primary contact. In the event of an emergency, the county will attempt to contact the primary contact first.

5. From the *Emergency Contacts: Extra Information* page, you can update your emergency contact information by using the Delete, Update or Add buttons.



## ADD A NEW EMERGENCY CONTACT:

6. Click the **Add** button to add a new emergency contact.

**Emergency Contacts Extra Information**

Employee Name **Jolie, Angie S.**  
 Organization Email Address

(1) TO ADD A NEW EMERGENCY CONTACT, CLICK THE ADD BUTTON. (2) TO DELETE OR UPDATE THE CANCEL OR BACK BUTTON TO RETURN TO THE HOME PAGE. (4) IF YOU HAVE MADE ANY CHANGES, CLICK THE APPLY BUTTON TO CONTINUE.

**Emergency Contacts**

Select Object:   |

Select Status	First Name	Last Name	Mobile Phone (XXX-XXX-XXXX)	Work Phone (XXX-XXX-XXXX)
<input checked="" type="radio"/>	Bradley	Pitt	999-555-1212	
<input type="radio"/>	Shiloh	Jolie-Oitt		

[Privacy Statement](#)

7. Enter a **First Name** and **Last Name**.
- Enter at least one **phone number** in the appropriate field (Mobile, Work or Home phone)
- Select a **Contact Type** from the drop-down menu (optional).
- If this is your **Primary Contact**, select Yes from the drop-down menu.
- Click the **Apply** button to the far right (not pictured)

**Emergency Contacts**

Employee Name **Jolie, Angie S.**  
 Organization Email Address

PLEASE USE THIS FORMAT FOR UPDATING TELEPHONE NUMBERS: XXX-XXX-XXXX. AFTER ENTERING YOUR CHANGES, CLICK THE APPLY BUTTON TO CONTINUE.

\* First Name  **←**

\* Last Name  **←**

Mobile Phone (XXX-XXX-XXXX)  **←**

Work Phone (XXX-XXX-XXXX)

Home Phone (XXX-XXX-XXXX)

Contact Type  **←**

Primary Contact  **←**

**Enter at least one phone#**

[Privacy Statement](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

8. If you're finished updating your emergency contacts, click **Next** on the *Emergency Contacts: Extra Information* page.

If you have additional changes, click **Add** to add another contact. To update a contact, go to step 9 in this job aid. To delete a contact, go to step 13 in this job aid.

On the *Emergency Contacts: Review* page (bottom image), review your changes. If everything is correct, click **Submit**.

Emergency Contacts Extra Information

Employee Name **Jolie, Angie S.** Employee Number **21120**  
 Organization Email Address Business Group **Montgomery County MD**

(1) TO ADD A NEW EMERGENCY CONTACT, CLICK THE ADD BUTTON. (2) TO DELETE OR UPDATE AN EXISTING EMERGENCY CONTACT, SELECT THE APPROPRIATE RECORD AND CLICK THE DELETE OR UPDATE BUTTON. (3) CLICK THE CANCEL OR BACK BUTTON TO RETURN TO THE HOME PAGE. (4) IF YOU HAVE MADE ANY CHANGES, THEY HAVE NOT BEEN SAVED. CLICK THE NEXT BUTTON TO CONTINUE.

Select Status	First Name	Last Name	Mobile Phone (XXX-XXX-XXXX)	Work Phone (XXX-XXX-XXXX)	Home Phone (XXX-XXX-XXXX)	Contact Type	Primary Contact
<input type="radio"/>	Bradley	Pitt	999-555-1212			Spouse	Yes
<input type="radio"/>	Shiloh	Jolie-Oitt			301-555-1212	Child	No
<input checked="" type="radio"/>	New	Jon	Voight	424-555-9999		Father	No

Cancel Back **Next**

Emergency Contacts Review

Employee Name **Jolie, Angie S.** Employee Number **21120**  
 Organization Email Address Business Group **Montgomery County MD**

REVIEW YOUR CHANGES BELOW. CLICK THE BACK BUTTON TO MAKE ADDITIONAL CHANGES. IF EVERYTHING IS CORRECT, CLICK SUBMIT.

Extra Information Type

Emergency Contacts

Proposed
First Name Jon
Last Name Voight
Mobile Phone (XXX-XXX-XXXX) 424-555-9999
Contact Type Father
Primary Contact No

Cancel Back **Submit**

**UPDATE AN EXISTING EMERGENCY CONTACT:**

9. To update an existing emergency contact, select the contact and then click the **Update** button.

Emergency Contacts Extra Information

Employee Name **Jolie, Angie S.**  
 Organization Email Address

(1) TO ADD A NEW EMERGENCY CONTACT, CLICK THE ADD BUTTON. (2) TO DELETE OR UPDATE AN EXISTING EMERGENCY CONTACT, SELECT THE APPROPRIATE RECORD AND CLICK THE DELETE OR UPDATE BUTTON. (3) CLICK THE CANCEL OR BACK BUTTON TO RETURN TO THE HOME PAGE. (4) IF YOU HAVE MADE ANY CHANGES, THEY HAVE NOT BEEN SAVED. CLICK THE NEXT BUTTON TO CONTINUE.

Select Object:	Delete	Update	Add
<input type="radio"/>			
<input checked="" type="radio"/>			
<input type="radio"/>			

Select	Status	First Name	Last Name	Mobile Phone (XXX-XXX-XXXX)	Work Phone (XXX-XXX-XXXX)
<input type="radio"/>		Bradley	Pitt	999-555-1212	
<input checked="" type="radio"/>		Shiloh	Jolie-Oitt		
<input type="radio"/>		Jon	Voight	424-555-9999	

Privacy Statement

10. Make the necessary changes (in the example to the right, a mobile phone number is being added), and click the **Apply** button.

**Emergency Contacts**

Employee Name **Jolie, Angie S.** Employee Number **21120**  
 Organization Email Address Business Group **Montgomery County MD**

PLEASE USE THIS FORMAT FOR UPDATING TELEPHONE NUMBERS: XXX-XXX-XXXX. AFTER ENTERING YOUR CHANGES, CLICK THE APPLY BUTTON TO CONTINUE.

\* First Name Shiloh  
 \* Last Name Jolie-Oitt  
 Mobile Phone (XXX-XXX-XXXX) 424-777-4545  
 Work Phone (XXX-XXX-XXXX) 301-555-1212  
 Home Phone (XXX-XXX-XXXX) 301-555-1212  
 Contact Type Child  
 Primary Contact No

Cancel Apply

Cancel Apply

11. If you're finished updating your emergency contacts, click **Next** on the *Emergency Contacts: Extra Information* page.

**Emergency Contacts Extra Information**

Employee Name **Jolie, Angie S.** Employee Number **21120**  
 Organization Email Address Business Group **Montgomery County MD**

(1) TO ADD A NEW EMERGENCY CONTACT, CLICK THE ADD BUTTON. (2) TO DELETE OR UPDATE AN EXISTING EMERGENCY CONTACT, SELECT THE APPROPRIATE RECORD AND CLICK THE DELETE OR UPDATE BUTTON. (3) TO CANCEL OR BACK BUTTON TO RETURN TO THE HOME PAGE. (4) IF YOU HAVE MADE ANY CHANGES, THEY HAVE NOT BEEN SAVED. CLICK THE NEXT BUTTON TO CONTINUE.

**Emergency Contacts**

Select Object: Delete Update Add

Select Status	First Name	Last Name	Mobile Phone (XXX-XXX-XXXX)	Work Phone (XXX-XXX-XXXX)	Home Phone (XXX-XXX-XXXX)	Contact Type	Primary Contact
<input type="radio"/>	Bradley	Pitt	999-555-1212			Spouse	Yes
<input checked="" type="radio"/>	Updated Shiloh	Jolie-Oitt	424-777-4545		301-555-1212	Child	No
<input type="radio"/>	Jon	Voight	424-555-9999			Father	No

Cancel Back Next

Cancel Back Next

12. If you have additional changes, click **Update** to update another contact. To delete a contact, go to step 13 in this job aid.

**Emergency Contacts Review**

Employee Name **Jolie, Angie S.** Employee Number **21120**  
 Organization Email Address Business Group **Montgomery County MD**

REVIEW YOUR CHANGES BELOW. CLICK THE BACK BUTTON TO MAKE ADDITIONAL CHANGES. IF EVERYTHING IS CORRECT, CLICK SUBMIT.

Indicates Changed Items.

**Extra Information Type**

**Emergency Contacts**

Current	Proposed
First Name Shiloh	Shiloh
Last Name Jolie-Oitt	Jolie-Oitt
Mobile Phone (XXX-XXX-XXXX)	424-777-4545
Home Phone (XXX-XXX-XXXX) 301-555-1212	301-555-1212
Contact Type Child	Child
Primary Contact No	No

Cancel Back Submit

Cancel Back Submit



## DELETE AN EMERGENCY CONTACT:

13. To delete an emergency contact, select the contact and click the **Delete** button.

Emergency Contacts Extra Information

Employee Name **Jolie, Angie S.**  
Organization Email Address

(1) TO ADD A NEW EMERGENCY CONTACT, CLICK THE ADD BUTTON. (2) TO DELETE OR UPDATE AN EXISTING EMERGENCY CONTACT, SELECT THE APPROPRIATE RECORD AND CLICK THE DELETE OR UPDATE BUTTON. (3) CLICK THE CANCEL OR BACK BUTTON TO RETURN TO THE HOME PAGE. (4) IF YOU HAVE MADE ANY CHANGES, THEY HAVE NOT BEEN SAVED. CLICK THE NEXT BUTTON TO CONTINUE.

Emergency Contact

Select Object: **Delete** | Update | Add

Select	Status	First Name	Last Name	Mobile Phone (XXX-XXX-XXXX)
<input type="radio"/>		Bradley	Pitt	999-555-1212
<input type="radio"/>		Shiloh	Jolie-Oitt	424-777-4545
<input checked="" type="radio"/>		Jon	Voight	424-555-9999

14. Click **Next**
- (Note: although the status for that contact says Deleted, you must still click **Next** and then **Submit** on the *Emergency Contacts: Review* page for the deletion to be saved)

Emergency Contacts Extra Information

Employee Name **Jolie, Angie S.** Employee Number **21120**  
Organization Email Address Business Group **Montgomery County MD**

(1) TO ADD A NEW EMERGENCY CONTACT, CLICK THE ADD BUTTON. (2) TO DELETE OR UPDATE AN EXISTING EMERGENCY CONTACT, SELECT THE APPROPRIATE RECORD AND CLICK THE DELETE OR UPDATE BUTTON. (3) CLICK THE CANCEL OR BACK BUTTON TO RETURN TO THE HOME PAGE. (4) IF YOU HAVE MADE ANY CHANGES, THEY HAVE NOT BEEN SAVED. CLICK THE NEXT BUTTON TO CONTINUE.

Emergency Contacts

Select Object: Delete | Update | Add

Select	Status	First Name	Last Name	Mobile Phone (XXX-XXX-XXXX)	Work Phone (XXX-XXX-XXXX)	Home Phone (XXX-XXX-XXXX)	Contact Type	Primary Contact
<input type="radio"/>		Bradley	Pitt	999-555-1212			Spouse	Yes
<input type="radio"/>		Shiloh	Jolie-Oitt	424-777-4545		301-555-1212	Child	No
<input checked="" type="radio"/>	Deleted	Jon	Voight	424-555-9999			Father	No

Emergency Contacts Review

Employee Name **Jolie, Angie S.** Employee Number **21120**  
Organization Email Address Business Group **Montgomery County MD**

REVIEW YOUR CHANGES BELOW. CLICK THE BACK BUTTON TO MAKE ADDITIONAL CHANGES. IF EVERYTHING IS CORRECT, CLICK SUBMIT.

Emergency Contacts

Removed

First Name: Jon  
Last Name: Voight  
Mobile Phone: (XXX-XXX-XXXX) 424-555-9999  
CONTACT Type: Father  
Primary Contact: No

15. After you Submit your changes, you will see a confirmation that your changes have been applied.

MONTGOMERY COUNTY MARYLAND

MCG HR Employee Self-Service

Confirmation

Your changes have been applied.

Home Logout Preferences Help

From here, you can click the Logout link at the top-right to log out, or click the Home link or button to return to the home screen.