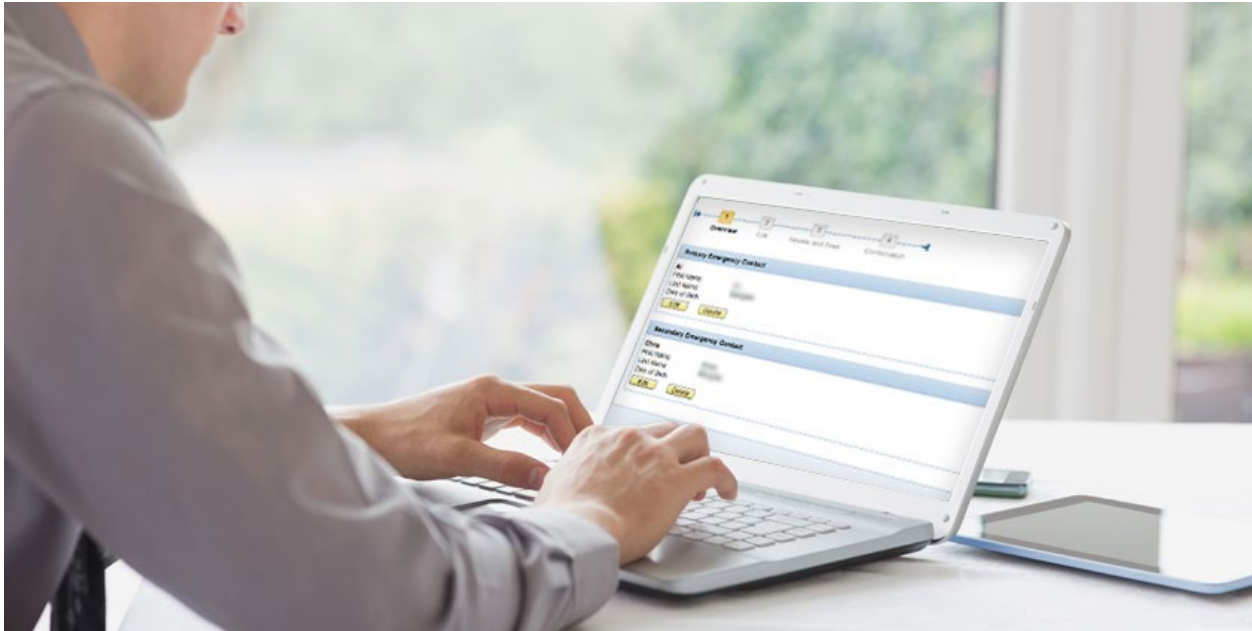


## Take Time to Update Your Emergency Contact Info

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The worst time to realize your emergency contact information is outdated or missing is during a workplace emergency or illness. You should regularly review and update this information using the Employee Self Service tool in SharePoint.

The company relies on contact information being accurate and accessible at a moment's notice as a safety precaution for the wellbeing of all employees. A reliable emergency contact is particularly important when employees are deployed for emergent or storm events both inside and outside the FirstEnergy footprint.

In addition to updating emergency contact information, you are encouraged to review and update all personal information.

### How to update your information

1. From the portal home page, click **Workspaces** in the top toolbar. Under the **Employee Center** category, click the **Employee Center Home** link.
2. The **Employee Center** SharePoint page will open and on the right side of the page there are links for **Employee Self-Service**.
3. Under the **Personal Information** section, click the **Emergency Contacts** link.
4. An SAP window will open with options to update your primary and secondary emergency contacts. Click each option and follow the steps provided to update your information.