



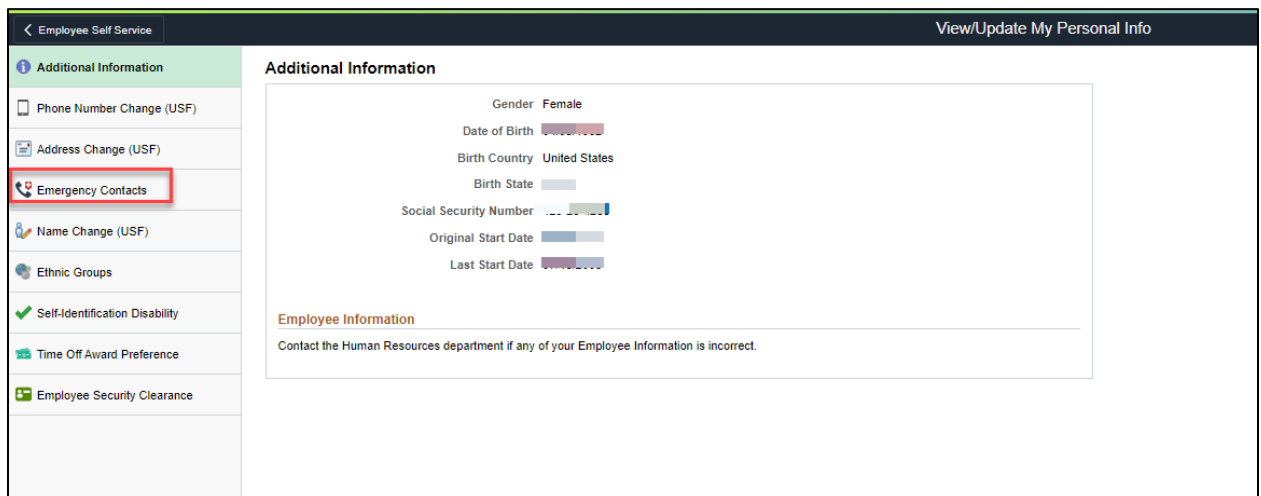
Updating Your Emergency Point Of Contact (POC) Information

It is important to keep your Emergency Point of Contact (POC) information updated in HR Links. Changes you make in HR Links will update other GSA systems, including the GSA Credential and Identity Management System (GCIMS), and will be used to contact those you designate in case of an emergency. Follow the instructions below to update this information in HR Links.

1. From the HR Links homepage, select the **View/Update My Personal Info** Tile.



2. From the **View/Update My Personal Info** page, select **Emergency Contacts**.



3. If you do not have any Emergency Contacts, select the **Add Emergency Contact** button.



View/Update My Personal Info

Emergency Contacts

Any information you provide is voluntary and may be visible to agency personnel who need to contact you or those you designate in case of an emergency. This may include HR staff, your supervisor, and emergency management personnel.

No data exists.

[Add Emergency Contact](#)

- Additional Information
- Phone Number Change (USF)
- Address Change (USF)
- Emergency Contacts**
- Name Change (USF)
- Ethnic Groups
- Self-Identification Disability
- Time Off Award Preference
- Employee Security Clearance

Note: Any information you provide is voluntary and may be visible to agency personnel who need to contact you or those you designate in case of emergency. This may include HR staff, your supervisor, and emergency management personnel. Emergency management personnel may share this information with first responders if needed.

4. If you already have an Emergency Contact listed, click the **plus sign** to add more.

Employee Self Service Personal Details

Sally Myers
Management and Program Analyst

Contact Details

Emergency Contacts

Additional Information

Emergency Contacts

[+](#)

Contact Name	Relationship	Preferred
Jane Doe	Domestic Partner Adult	<input checked="" type="checkbox"/>

5. On the Emergency Contact page, enter the name of your emergency contact in the **Contact Name** field. Click the **Relationship** drop-down menu and select the contact's relationship to you.

a. **Note:** If you have more than one Emergency Contact, check the **Preferred** box to designate your preference.

Cancel **Emergency Contact** Save

*Contact Name

*Relationship

Preferred

Address

No data exists.

[Add Address](#)

Phone Numbers

No data exists. At least one phone number is required.

[Add Phone Number](#)

6. Select **Add Address**.

Cancel
Emergency Contact
Save

*Contact Name

*Relationship

Preferred

Address

No data exists.

Add Address

Phone Numbers

No data exists. At least one phone number is required.

Add Phone Number

7. Enter the address information in the address fields. When selecting the **State**, spell out the name of the state, or click the magnifying glass.
 - a. Do not enter the state abbreviation, or an error will result.
8. Select **Done**.

Cancel
Address
Done

Same as mine

Country

Address 1

Address 2

Address 3

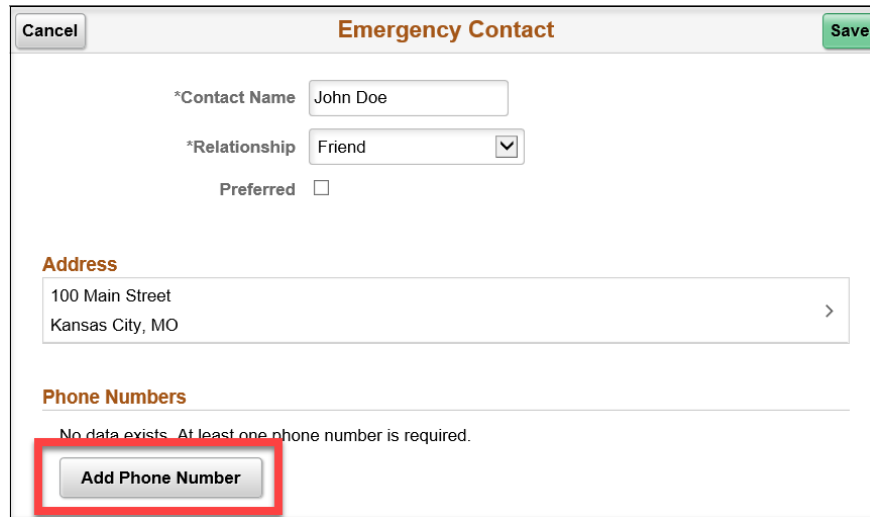
City

State

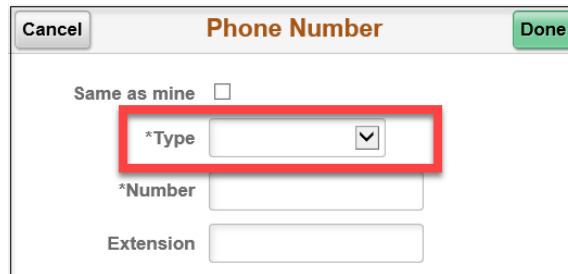
Postal

County

9. Select **Add Phone Number**.



10. Click to open the **Type** drop-down menu.



11. For phone **Type**, choose **Home**, **Business** or **Mobile** from the drop-down menu. **Do not choose any phone type other than those listed below, or your changes will not flow properly to other GSA systems.**

Phone Type	Description
Home	Your POC's Home Phone Number
Business	Your POC's Work Phone Number
Mobile	Your POC's Personal Cell Phone Number

12. Enter the phone number using the format and instructions below.

Phone Type	Format	How to Enter
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Domestic (U.S. Phone Number)	XXX/XXX-XXXX	Enter the 10-digit phone number. HR Links will format it for you.
International Phone Number	+XXX.YYYYYYYYYY	Include a + sign before the number. Insert a period between the country code and phone number.

a. **Sample Domestic Phone Number**

The screenshot shows a 'Phone Number' form with a 'Cancel' button on the left and a 'Done' button on the right. Below the title, there is a 'Same as mine' checkbox which is unchecked. The '*Type' dropdown menu is set to 'Mobile'. The '*Number' input field contains '123/456-7890' and is highlighted with a red border. Below it is an empty 'Extension' input field.

b. **Sample International Phone Number**

The screenshot shows a 'Phone Number' form with a 'Cancel' button on the left and a 'Done' button on the right. Below the title, there is a 'Same as mine' checkbox which is unchecked. The '*Type' dropdown menu is set to 'Mobile'. The '*Number' input field contains '+111.2223334444' and is highlighted with a red border. Below it is an empty 'Extension' input field.

13. Click the **Done** button at the top right of the page.

The screenshot shows the 'Phone Number' form with the 'Done' button at the top right highlighted with a red border. The form content is the same as in the previous screenshots, with the '*Number' field containing '123/456-7890'.

14. Click the **Save** button at the top right of the page.



Emergency Contact

Cancel Save

*Contact Name

*Relationship

Preferred

Address

Phone Numbers

Phone	Extension	Type
123/456-7890		Mobile

Updates to your emergency contacts flow nightly to [GCIMS](#). If your contact information is correct in HR Links but does not appear correctly in GCIMS the next business day, contact the GCIMS help desk at hspd12.security@gsa.gov. In your email, indicate that you have already updated your emergency contact information in HR Links.