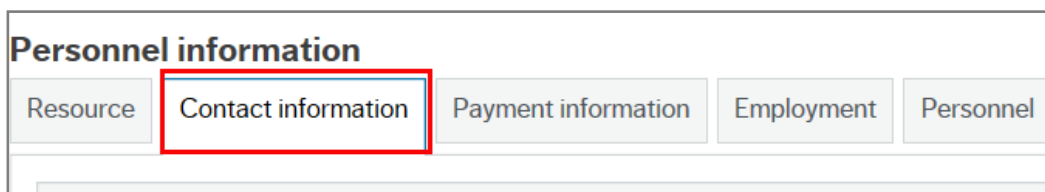
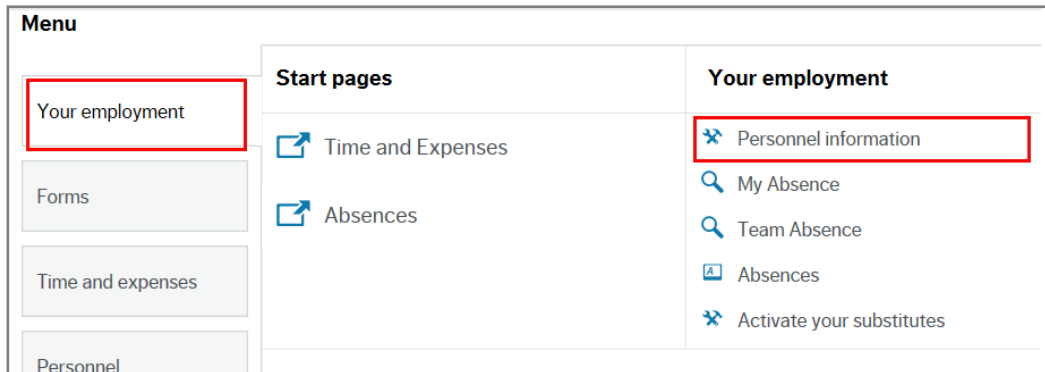


Updating Next of Kin & Emergency Contacts

This guide will show step by step instructions on how to add your next of kin details and emergency contact(s) to Business World.

Navigate to Your Employment > Personnel Information and then click on the Contact Information tab:



At the bottom of the Contact Information tab there is a section to add Next of Kin & Emergency contacts.

To add a contact, click the add button and enter the relevant information into each field. Then tick the Next of Kin, Emergency, Dependent and/or Beneficiary box(es) as appropriate.

Once you have entered all the information for your next of kin/emergency contacts navigate to bottom of the screen and click on the save button.

