

Edit Emergency Contacts on ADP

1. Log on to ADP Workforce Now. Select the 'Myself tab', hover over 'My information' and click on 'Profile'.



2. To edit an existing emergency contact, select the pencil icon located next to their contact information. To add an emergency contact click 'ADD' button located at the bottom of the Emergency Contact box. Proceed to enter in the necessary information, and hit 'Save'.

