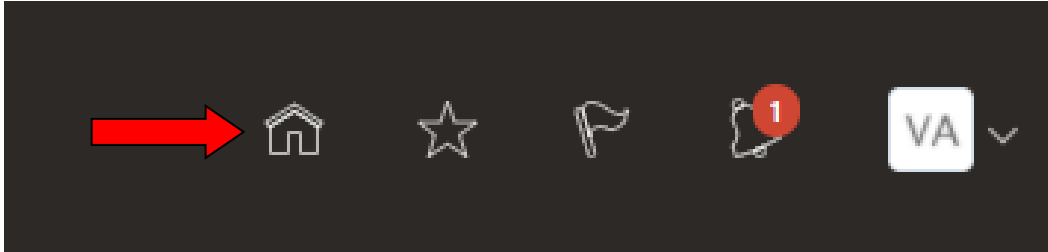




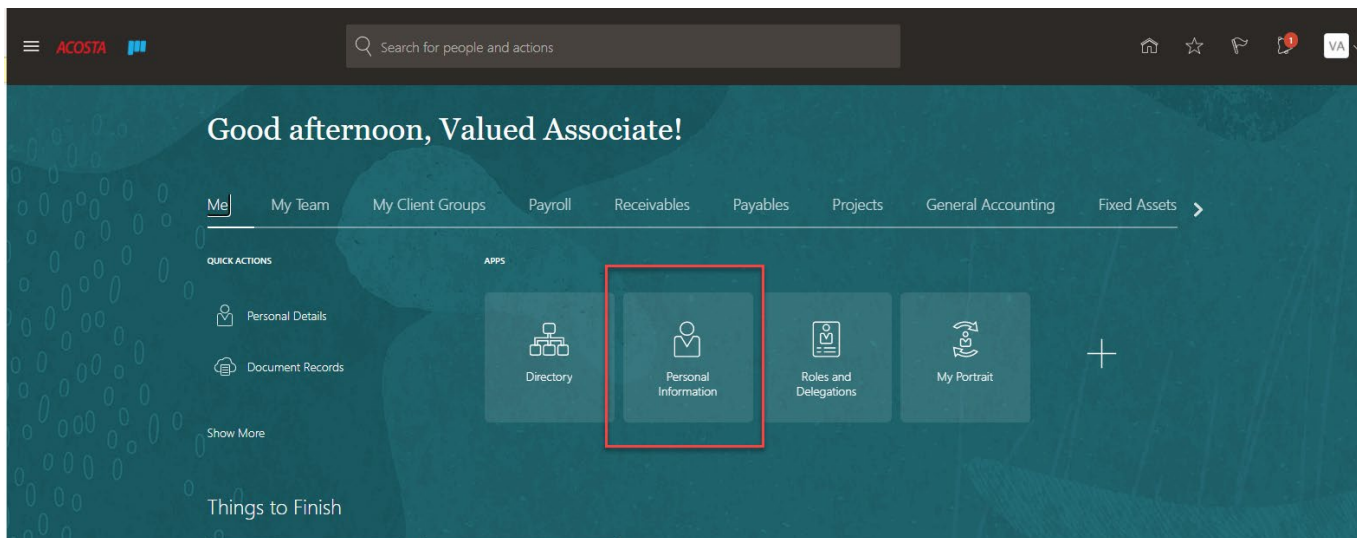
Adding Emergency Contacts in Fusion

Step 1: Open Oracle Fusion through [MyAcosta](#) or through <http://apps.mosaic.com>

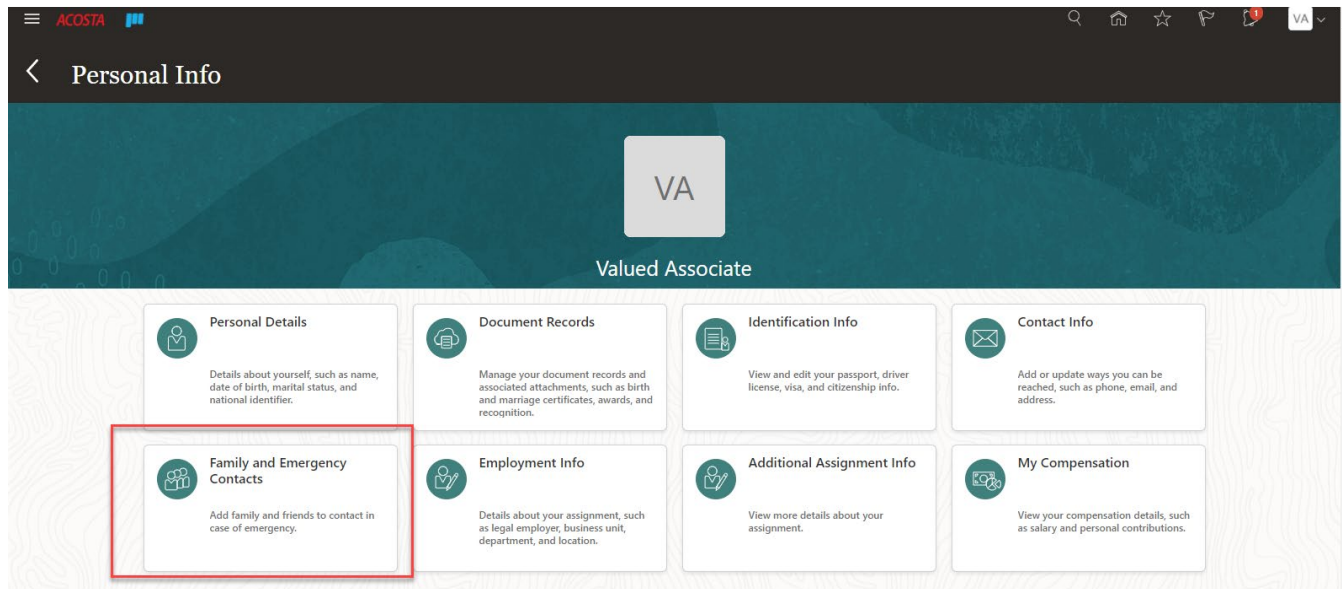
Step 2: Access the Home page by clicking on the Home icon.



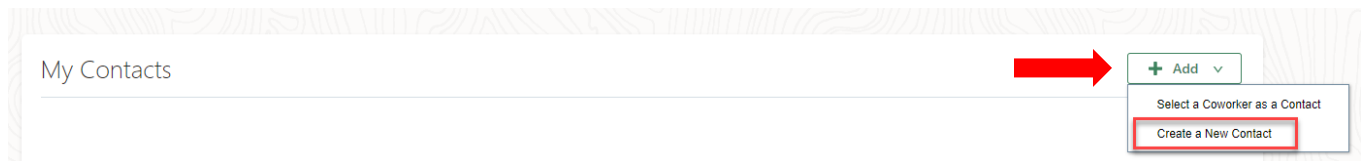
Step 3: Click on the **Personal Information** tile.



Step 4: Click on the Family and Emergency Contacts tile



Step 5: To add the contact, you will need to click on **Add** and then **Create New Contact** from the **My Contacts** section.



Step 6: To add/update the **contact**, you will need to complete the required fields.

Basic Information

<p>*Last Name</p> <input type="text"/>	<p>Title</p> <p>Select a value</p>
<p>First Name</p> <input type="text"/>	<p>Honors</p> <input type="text"/>
<p>Middle Name</p> <input type="text"/>	<p>Preferred Name</p> <input type="text"/>
<p>Prefix</p> <input type="text"/>	<p>Previous Last Name</p> <input type="text"/>
<p>Suffix</p> <input type="text"/>	
<p>*Relationship</p> <p>Select a value</p>	<p>Gender</p> <p>Select a value</p>
<p>*What's the start date of this relationship?</p> <p>m/d/yy</p>	<p>Date of Birth</p> <p>m/d/yy</p>
<p>Basic Information</p>	
<p><input type="checkbox"/> This person is an emergency contact</p>	



Step 7: You will also need to supply the communication information for the contact.

Communication

Phones

Type

Select a value

Email

Type

Select a value

Address

☒ Use My Address

Select a value

☐ Enter a New Address

Step 6: Additionally, you may add any comments or attach any information related to this update of your personal data. Click **Submit**.



Submit Cancel

Step 6: Once successfully submitted, a notice is generated regarding approval.



We are submitting your changes for approval.



Please note that is an automated system approval and no additional action is required. The updated information will be visible once a few moments has passed allowing this automated action to complete.



For additional support, please contact:

US Associates - Telephone: 877-992-7547 Email: askhr@acosta.com

Canada Associates - Email: CAN-HumanResources@mosaic.com