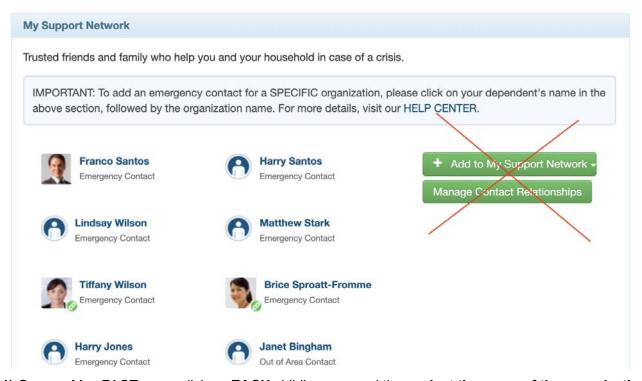
How do I add to or edit pick-up lists after I've shared? (ADD A NEW EMERGENCY OR PICK UP CONTACT)

Modified on: Fri, 17 Feb, 2023 at 10:34 AM

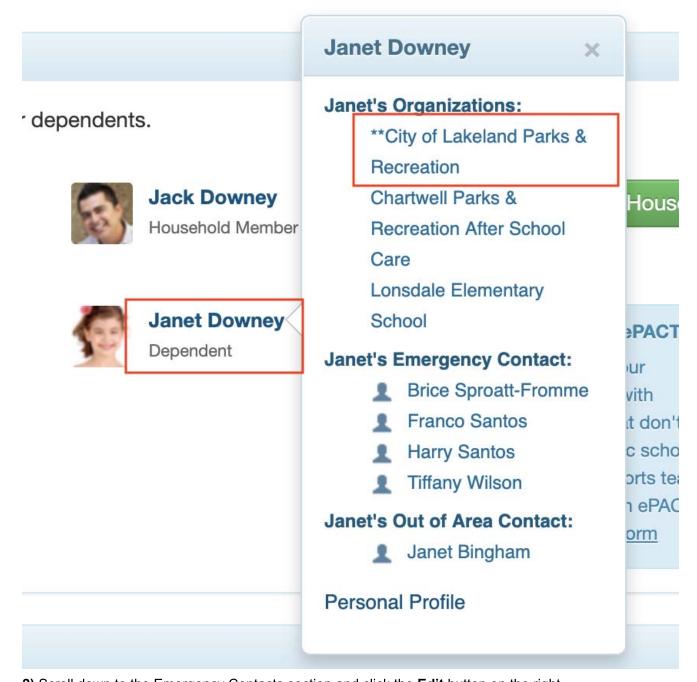
After sharing your information with your child's organization, you can add to or edit the pick-up list anytime you'd like.

PLEASE NOTE THAT YOU MUST ADD THIS FOR EACH DEPENDENT AND IT MUST BE DONE PER ORGANIZATION AND NOT ON MY SUPPORT NETWORK ON MY EPACT.

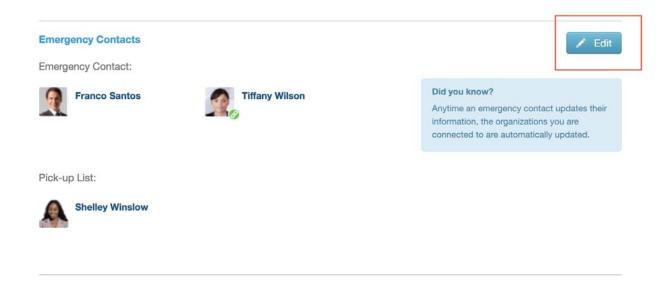


1) On your My ePACT page, click on **EACH** child's name and then **select the name of the organization**.

esources My Requests Help

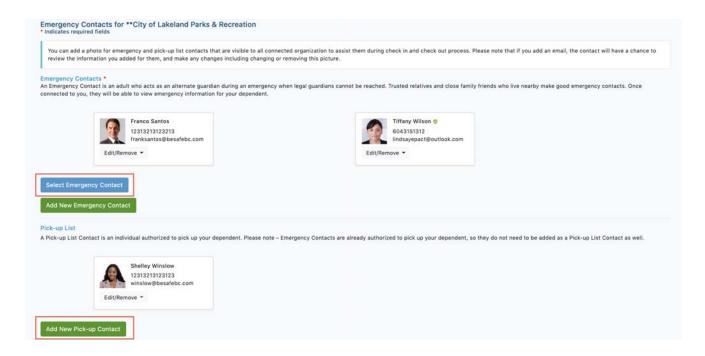


2) Scroll down to the Emergency Contacts section and click the Edit button on the right.

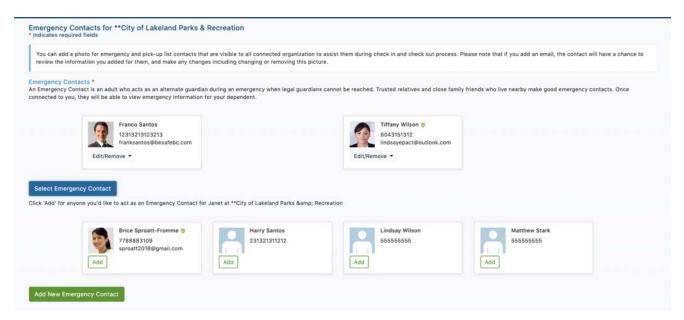


3) If you are adding a new emergency contact or pick up contact that is NOT in your support network, click on Add New Emergency Contact or Add New Pick-Up Contact.

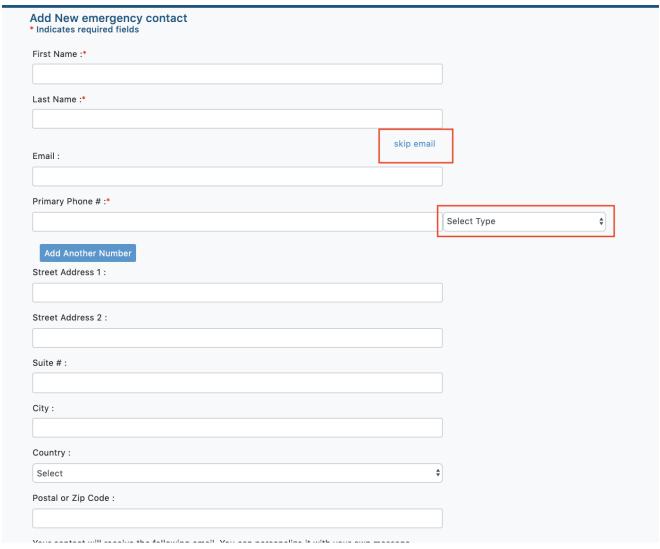
PLEASE NOTE THAT IF YOU DON'TKNOW OF ANYONE WHO CAN BE AN EMERGENCY CONTACT, YOU CAN ADD YOURSELF. MAKE SURE TO SKIP THE EMAIL OR USE A DIFFERENT EMAIL WHEN COMPLETING THE INFORMATION IN THIS CASE.



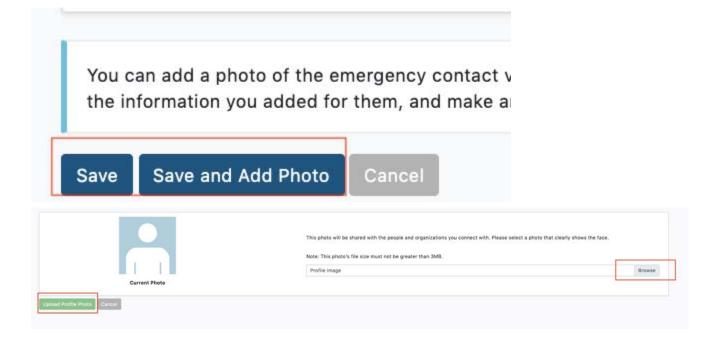
If you already added them for another dependent, you can click on **Select Emergency Contact** them to add them for another child.



4) You now have the option to add a photo for these types of contacts to assist with check in and check out. Please note that if you can add an email address or choose not to include it by clicking on Skip Email. If you do add it, your contact will be sent an email to confirm they accept this responsibility. PLEASE REMEMBER TO DENOTE A PHONE TYPE.



You can also add a photo to as with check in check out procedures- but if your contact accepts, they may remove this if they so wish.



One you click on Save, your organization will have this information immediately. ANY SUBSEQUENT DEPENDENTS.	PLEASE REPEAT	THE PROCESS FOR