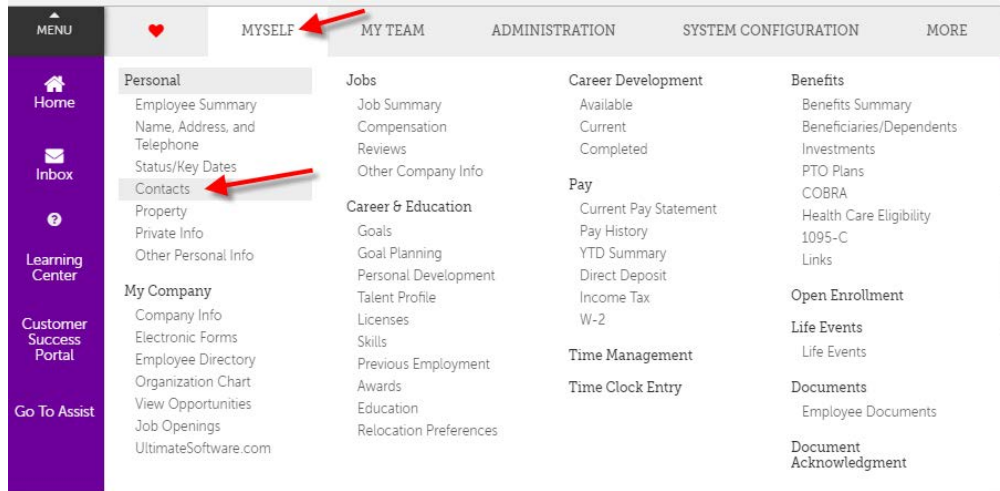


How to Update Contacts Information in UltiPro

1. From your homepage in UltiPro, click the “Myself” tab at the top and then click “Contacts” under “Personal”.



2. From the “Contacts” page, use the green Add button or Add Contact under Things I Can Do.



3. From the “Add/Change Contact” page, please populate the contact information and select whether they are a Dependent, Beneficiary or Emergency contact. When complete select Save at the top of the screen.

The screenshot shows the 'Add/Change Contact' form. The 'Save' button is highlighted with a red arrow. The form includes sections for Personal information (First, Middle, Last, Former last, Suffix, SSN, Date of birth, Gender, Date of marriage, Date of divorce, Deceased, Employer, Occupation) and Designation (Relationship, Designation). The Designation section has a yellow highlight on the 'Dependent', 'Beneficiary', and 'Emergency contact' options.