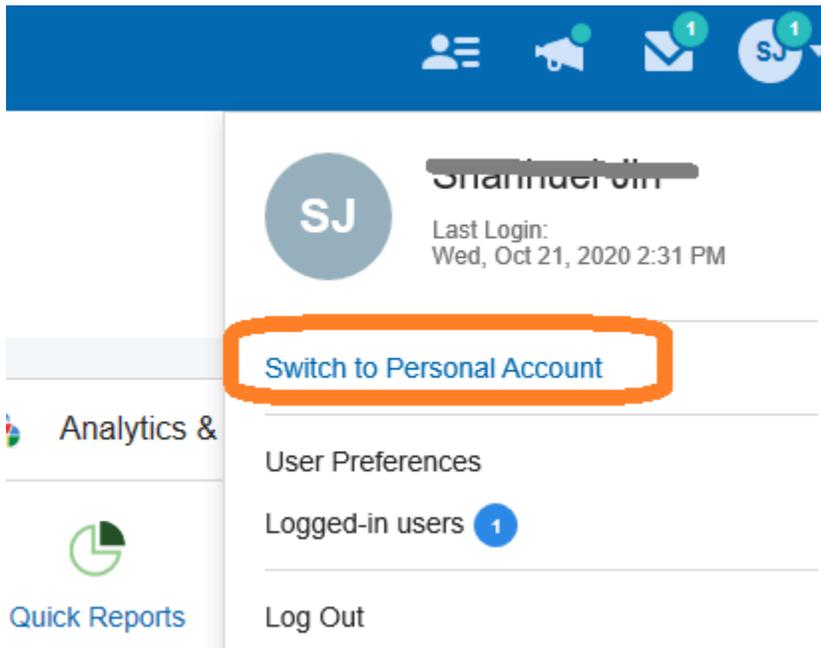


PayChex SOP – View and Update your Emergency Contacts in PayChex Flex

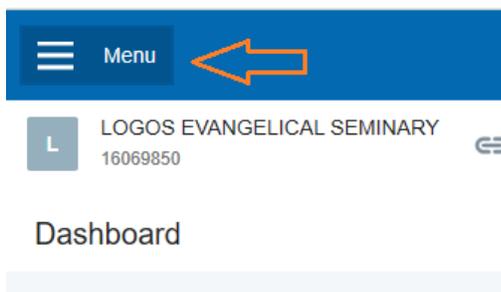
10/21/2020

No matter your age/health condition, it's an important piece of information. Please review and keep it up-to-date!! Please include his/her phone number and email address whenever possible. Multiple Emergency Contacts are allowed.

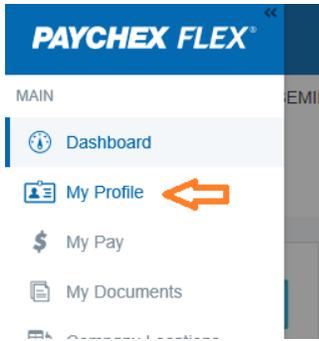
If you are a manager/supervisor, please switch to Personal Account



Otherwise, you may follow the procedure from here.

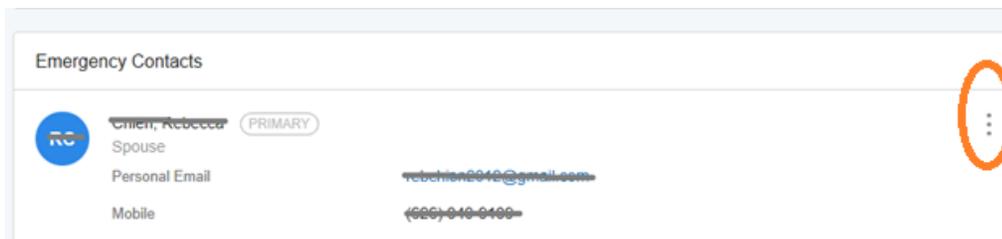


Select My Profile:

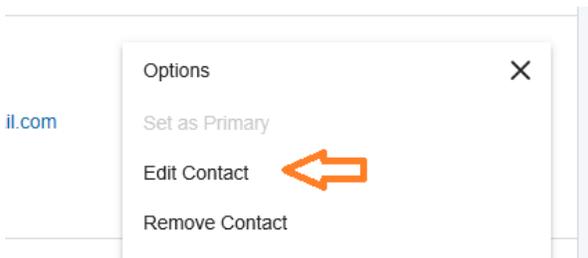


Scroll down to Emergency Contacts section:

If you have existing Emergency Contact, you will see the following.



If you want update Mobile Phone# and Personal Email. Please click on the three dot area  then select Edit Contact to make changes to name, phone number or email.



If you have not define an emergency contact, you will see the following. Click **“Add Contact”** button to add one.

Emergency Contacts



No Emergency Contacts

No emergency contacts have been added.

Add Contact

[End of SOP]