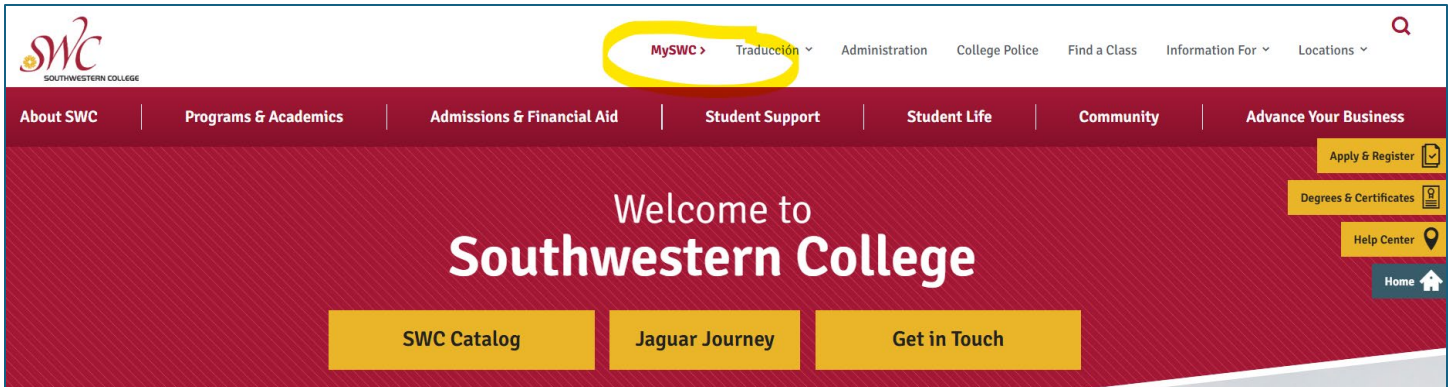
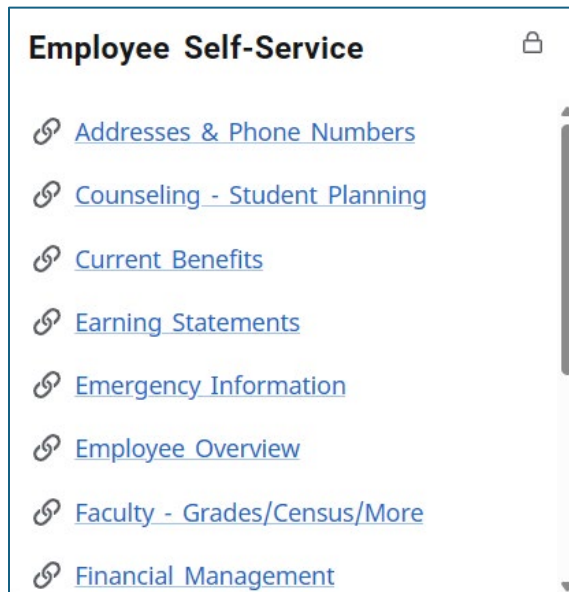


# Adding SB294 Emergency Contact Person

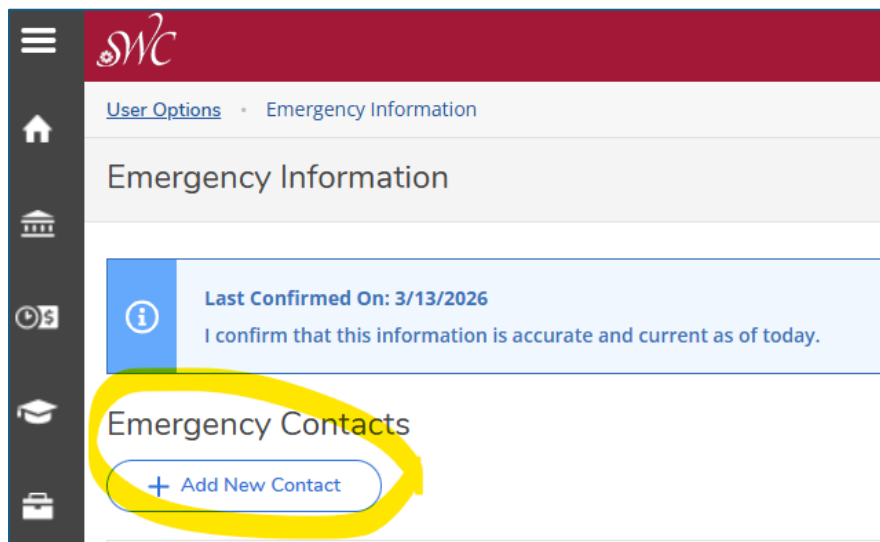
1.) Navigate to MySWC.



2.) Click on Emergency Information under the Employee Self-Service Card.



3.) Click on Add New Contact.



4.) Add your additional emergency contact person and type 'SB294' in the Relationship field.

5.) Click 'Add Contact'.

Emergency Contact Information ✕

Name \*

Jackie Doe

**Relationship**

SB294

Phones (Enter at least one) \*

Daytime Phone

619-123-4567

Evening Phone

Evening Phone

Other Phone

Other Phone

Address

Address

Effective Date

3/20/2026

Emergency Contact

Missing Person Contact

Cancel Add Contact