

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

Modified on: Tue, 5 Nov, 2019 at 2:04 PM

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.

My Support Network

Trusted friends and family who help you and your household in case of a crisis.

IMPORTANT: To add an emergency contact for a SPECIFIC organization, please click on your dependent's name in the above section, followed by the organization name. For more details, visit our [HELP CENTER](#).

Franco Santos Emergency Contact	Harry Santos Emergency Contact	+ Add to My Support Network Manage Contact Relationships
Lindsay Wilson Emergency Contact	Matthew Stark Emergency Contact	
Tiffany Wilson Emergency Contact	Brice Sproatt-Fromme Emergency Contact	
Harry Jones Emergency Contact	Janet Bingham Out of Area Contact	

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

Resources **My Requests** Help

dependents.

Jack Downey Household Member	Janet Downey Dependent

Janet Downey [X]

Janet's Organizations:

- **City of Lakeland Parks & Recreation**
- Chartwell Parks & Recreation After School Care
- Lonsdale Elementary School

Janet's Emergency Contact:

- Brice Sproatt-Fromme
- Franco Santos
- Harry Santos
- Tiffany Wilson

Janet's Out of Area Contact:

- Janet Bingham

Personal Profile

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**.

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.



Add New emergency contact
 * Indicates required fields

First Name :*

Last Name :*

Email :

[skip email](#)

Primary Phone # :*

Select Type ▾

[Add Another Number](#)

Street Address 1 :

Street Address 2 :

Suite # :

City :

Country :

Postal or Zip Code :


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.

You can add a photo of the emergency contact with the information you added for them, and make a

Save

Save and Add Photo

Cancel



Current Photo

This photo will be shared with the people and organizations you connect with. Please select a photo that clearly shows the face.

Note: This photo's file size must not be greater than 3MB.

Profile image

Upload Profile Photo

Cancel

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

 Preview

