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

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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**.

2) Scroll down to the <u>Emergency Contacts</u> 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 :*

skip email

Email :

Primary Phone # :*

Select Type

Add Another Number

Street Address 1 :

Street Address 2 :

Suite # :

City :

Country :

Select

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 v
the information you added for them, and make a

Save   Save and Add Photo   Cancel

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

Preview