

Emergency Contact

It is important as a Firm that we maintain Emergency Contact information on all our Employees. We have moved to an electronic process which makes it easy to access in the event of an emergency. After you have access (normally 3 days after hire), please log in via the self-service portal and enter your information.

<http://ghc>

Menu Navigation: *Main Menu > Self Service > Personal Information > Emergency Contacts*, then click on *Add Emergency Contact*

****We ask that if you select "Contact has the same telephone numbers as employee" that you enter a mobile or secondary numbers so the individual can be reached if there is an emergency.*

