



Adding/Updating Your Emergency Contacts

1. Log into www.workforcenow.adp.com - If you are not registered for ADP, or do not have your credentials, please reach out to hr@apolloretail.com

English (US) ▼

Welcome to ADP®

User ID

Remember User ID ⓘ

Next

Forgot your user ID?

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2. Under “Myself”, select “Profile”

ADP | apollo

Home Resources ▼ Myself ▼

My Information

Profile

3. Under “Emergency Contacts” select “Add Contact”

Emergency Contacts

Please provide your Emergency Contact.

[+ Add contact](#)



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4. Enter the requested information. Required information is notated with *
If you want us to contact this person first, please select “Primary Contact”. Please make sure that you confirm your contact’s information is correct. Once all information is complete, you may click “Save” to add this contact. If you would like to add someone else, click “Save & Add Another.”

The screenshot shows a web form titled "Emergency Contacts" with a back arrow. The form is divided into several sections: "Full Name" with a text input field containing "John Doe"; "Relationship" with a dropdown menu set to "O - Other"; a checked checkbox for "Primary Contact"; "Contact" section with a note "* At least one phone number is required.", a "Phone Number" dropdown set to "Personal Mobile", a country dropdown set to "United States", and a phone number input field containing "(877) 215-1998"; an "Add Phone" link; "Email" section with an input field containing "hr@apolloretail.com"; and "Address" section with a checkbox for "Same as my address", a "Country" dropdown set to "United States", and address fields: "Address Line 1" (4450 East Adamo Drive), "Address Line 2" (Suite 501), "Address Line 3", "City" (Tampa), "State / Territory" (FL - Florida), and "Zip Code" (33605). At the bottom are two buttons: "SAVE & ADD ANOTHER CONTACT" and "Save".

5. If at any point you need to change your contact’s information, you may edit it by clicking on the pencil to the right of the contact you wish to change. You may also delete it by clicking on the garbage can. Please make sure to add a new emergency contact if you delete your only one.

The screenshot shows a summary view of the "Emergency Contacts" section. It displays a single contact card for "PRIMARY CONTACT" with the name "John Doe (Other)" and phone number "(877) 215-1998". To the right of the contact name are icons for editing (pencil) and deleting (trash can). Below the contact card is a blue link with a plus sign that says "Add contact".

6. Please contact us at hr@apolloretail.com if you have any questions.