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

2. Under "Myself", select "Profile"

3. Under "Emergency Contacts" select "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."

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.

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