



Quick Reference Guide

ADD EMERGENCY CONTACT

1. Go to www.kingcounty.gov/employees/openenrollment and click on the www.kingcounty.gov/mybenefits link at the top right corner of the screen and follow the instructions to sign in to the online Open Enrollment system.
2. Sign in to your personal employee benefit account and navigate to the Open Enrollment screen by clicking on **My Benefits** on the left side of the screen.
3. Click on **Open Enrollment** to enter the main Open Enrollment screen, *My Open Enrollment Checklist*.
4. Click on **Update Emergency Contact Info**. This screen allows you to change the primary contact, edit contact information or add additional emergency contacts.
5. To add a new emergency contact, click on **Add an Emergency Contact**. Enter the contact information of the new contact and click **Save** at the bottom of the screen.
6. To change the primary emergency contact, click on **Change primary contact** button and choose the name of the new primary contact from the drop down list. Click **Save**.
7. To edit the current primary contact information, click on the **Edit** button. Enter the changes you wish to make to the current information of the primary contact and click **Save**.
8. When all changes have been made to your emergency contact information, click on the **Return to Checklist** button to return to the main open enrollment screen, *My Open Enrollment Checklist*.

Help is Available

Benefits and Retirement Operations staff is ready to answer your questions about benefits or Open Enrollment and to provide technical assistance using the online system.
Call 206-684-1556 or e-mail kc.benefits@kingcounty.gov