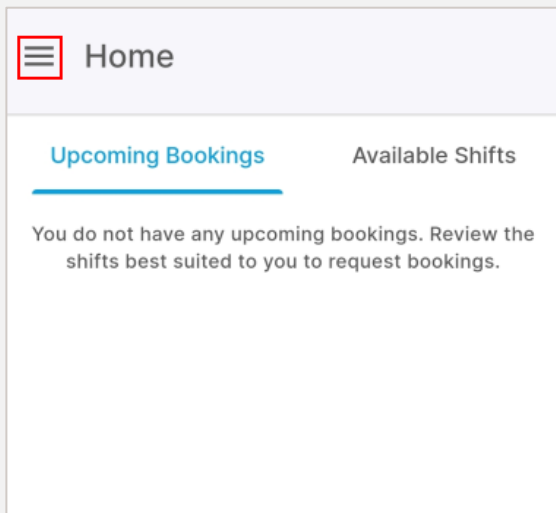


ADDING OR UPDATING NEXT OF KIN

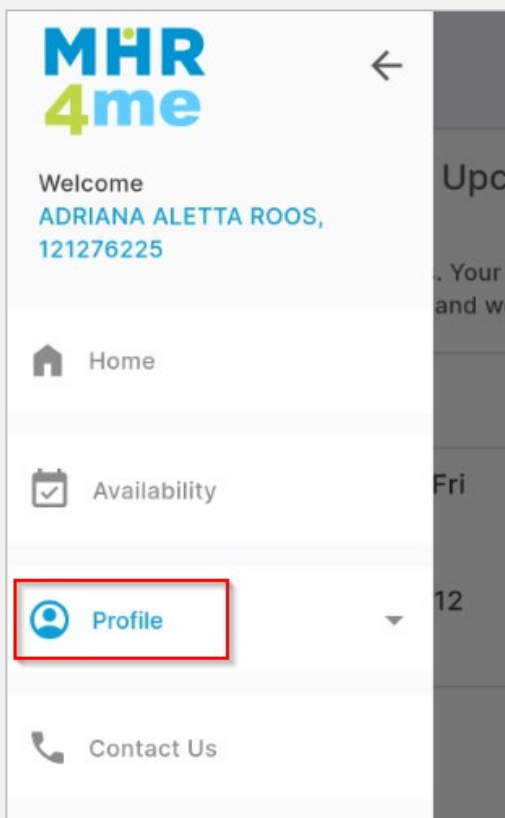
How to add Next of Kin details

Follow these steps:

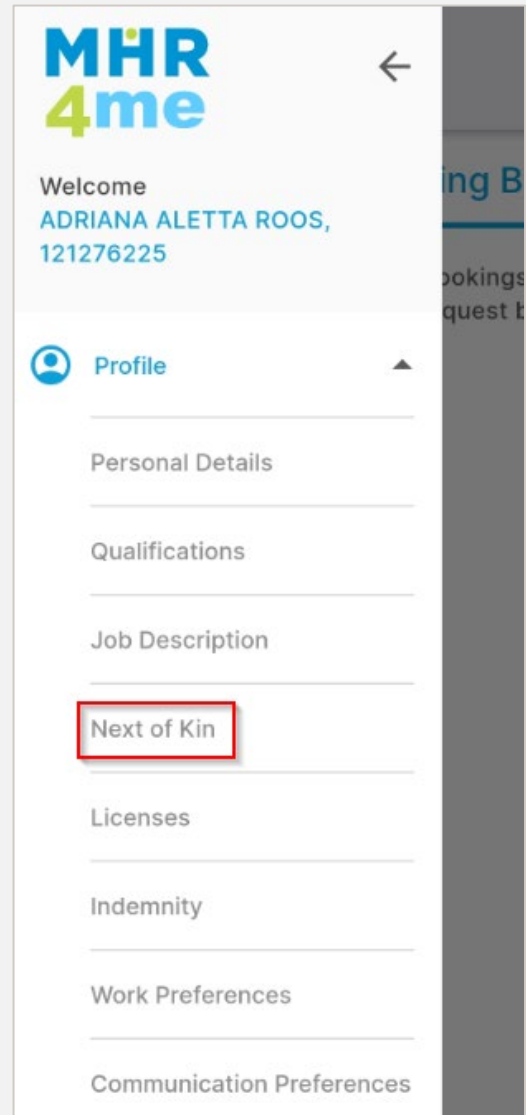
- 1 From the **Home** screen, tap the **Hamburger button**.



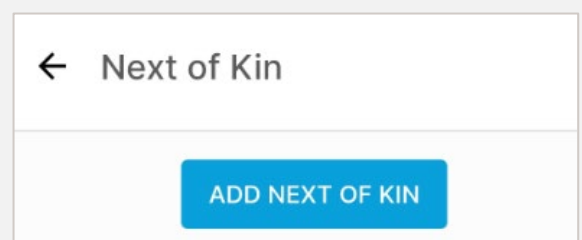
- 2 Tap to expand the **Profile** option.



- 3 The list of profile options will be displayed. Tap the **Next of Kin** option.



- 4 Tap the **Add Next of Kin** button.



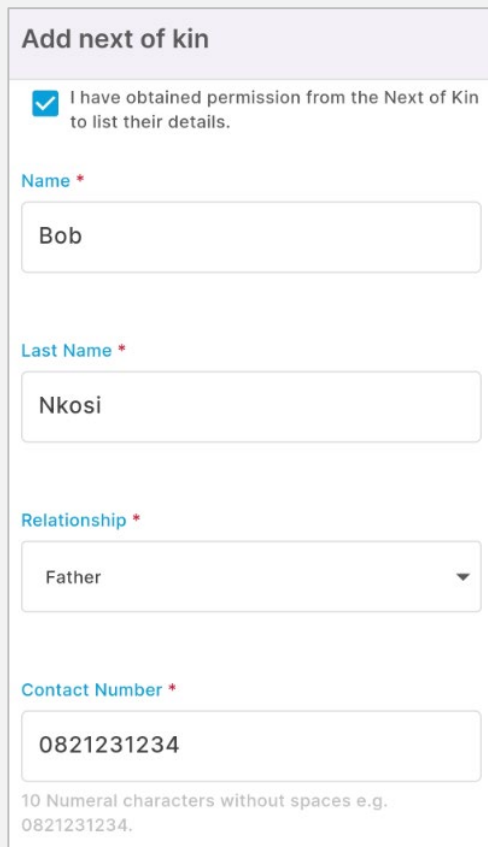
5 Complete the following fields:

Name - Type the name of the Next of Kin.

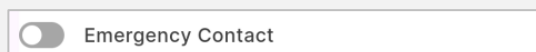
Last Name - Type the surname of the Next of Kin.

Relationship - Select the applicable option from the dropdown list.

Contact number - Type the phone number for the Next of Kin.

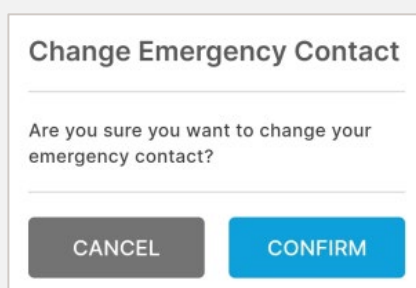


6 If this new Next of Kin is your **Emergency Contact**, tap the slider button to indicate that; otherwise, do not change it.

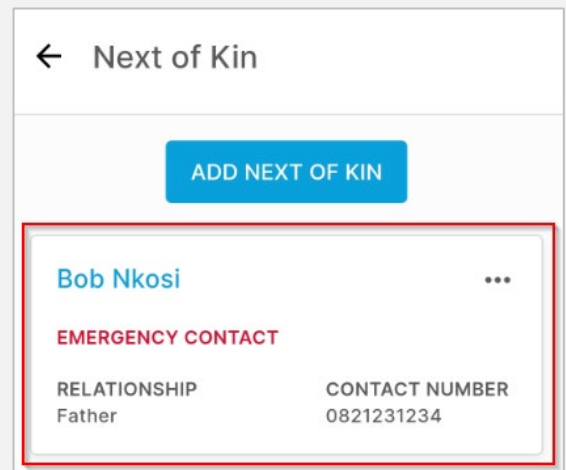


7 Tap **Save** when all the fields are completed.

8 Tap the **Confirm** button to confirm that you want to update your emergency contact information.



9 The new Next of Kin will be added to the list.



How to edit or delete a Next of Kin entry

10 If you want to edit or delete a Next of Kin entry, tap the **ellipsis icon/three dots (...)** and then tap **Edit Next of Kin** or **Delete Next of Kin**.

