

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.

MHR 4me	÷	
Welcome ADRIANA ALETTA ROOS, 121276225		Upc
A Home		
Availability		Fri
Profile	•	12
Contact Us		

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

Well ADF 121	Come RIANA ALETTA ROOS, 276225	÷	ing B
٢	Profile		quoor
	Personal Details		
	Qualifications		
	Job Description		
	Next of Kin		
	Licenses		
	Indemnity		
	Work Preferences		
	Communication Preferen	ces	

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.

Add next of kin	
I have obtained permission from the Next of Kin to list their details.	n
Name *	
Bob	
Last Name *	
Nkosi	
Relationship *	
Father 💌	
Contact Number *	
0821231234	
10 Numeral characters without spaces e.g. 0821231234.	

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

Emergency Contact

- 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.

ADD N	EXT OF KIN
Bob Nkosi	
DOD INKOSI	•••

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.

+ Next of Kin		
ADD N		
Bob Nkosi	•••	
EMERGENCY CONTAG	ст	