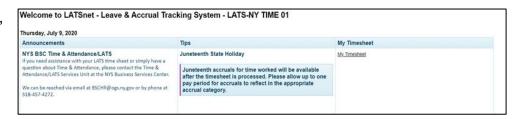
LATS-NY Emergency Contact Information Instructions

To update emergency contact information, access the LATS-NY login page associated with your agency by clicking the link below:

https://bsc.ogs.ny.gov/access-my-lats-ny

Updating Emergency Contact Information:

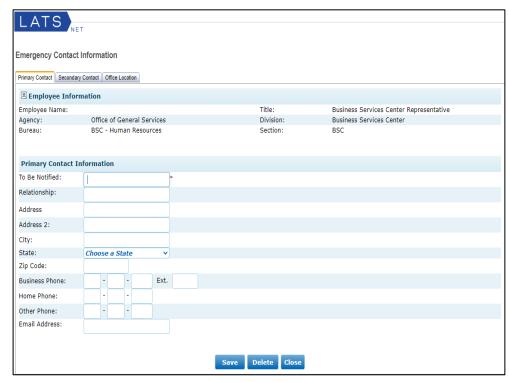
1. Once logged into LATS-NY, select My Timesheet



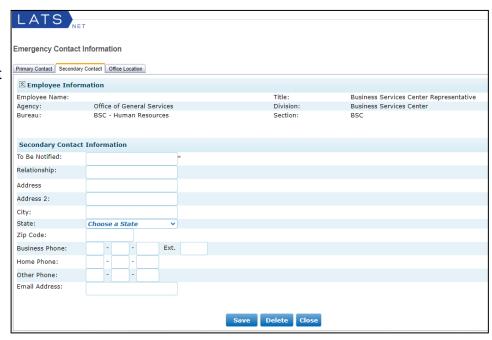
2. On the Timesheet tab, click on Contact Info.



3. In the Emergency Contact Information window, enter the emergency contact information for the Primary Contact and click the Save button. Once saved, the page will refresh and Primary Emergency Contact successfully updated will appear (in red) near the top of the window just below the Primary Contact tab.



4. To enter a secondary emergency contact, click on the Secondary Contact tab, enter the emergency contact information and click the Save button. Once saved, the page will refresh and Secondary Emergency Contact successfully updated will appear (in red) near the top of the window just below the Primary Contact tab.



For assistance or questions, please contact the BSC at (518) 457-4272 or BSCHR@ogs.ny.gov.