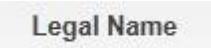


Change Legal Name

Description

Task: Update your legal name on your worker profile.

Who Performs This Task?: All employees.

1. From the Home page, click the Personal Information worklet.
2. Click the **Legal Name**  button.
3. On the Change My Legal Name page, enter the new legal name, including information in any required fields (marked with a red asterisk).
4. Click the **Submit**  button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click Save for Later to save your changes but not submit
- Click Cancel to cancel the process and start at another time



Information: You will need to provide proof of the name change to your Agency HR staff.

Your change will need to be approved by your Agency HR staff before it displays on your worker profile.

5. Click the **Done**  button.
6. The System Task is complete.