Note: When requesting a name change, you must submit legal documentation* along with the request.
*Adding a **Chosen Name** does not require documentation.

1. Select **Me** to display your employee functions

2. Click **Personal Details**

3. Click the **Edit** (pencil) icon in the **Name** section

| Me | My Team | My Client Groups | Benefits Administration |

QUICK ACTIONS   APPS

Personal Details

Document Records   Directory   Onboarding

Identification Info

Name

| Start Date | First Name |
| 10/3/00 | Anne |

Last Name
Tacid

Demographic Info

Name

Submit   Cancel

*When does this name change start?

11/8/22

Enter 11/2/22 if you're correcting a mistake in your name.

Prefix

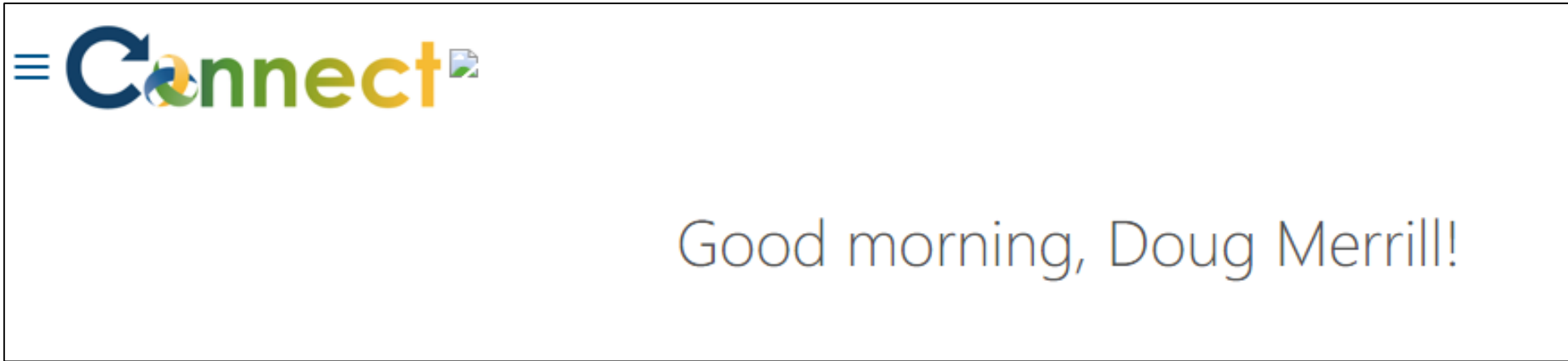*Last Name

Merrill

*First Name

Douglas

Middle Name

Suffix

Chosen Name

Doug

4. Enter the **date** the name change goes into effect

5. Enter the name change details, **first, middle, last**, etc, or **Chosen Name**
6. Include any **comments** needed to support the request
7. Click to upload or drag and drop the necessary supporting documentation
8. Click **Submit**

Note: Upon submittal, an approval notification is routed to Benefits and Reimbursement.

Good morning, Doug Merrill!

7. The **Chosen Name** will replace your **First Name** in the Greeting on and after the selected change date.

End of Procedure