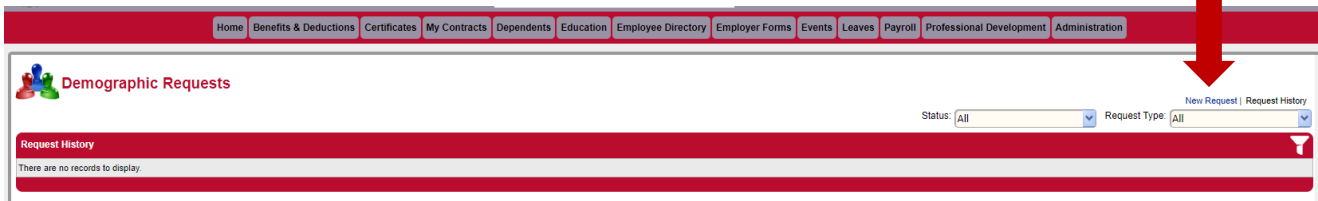


## Name and Address Change Request

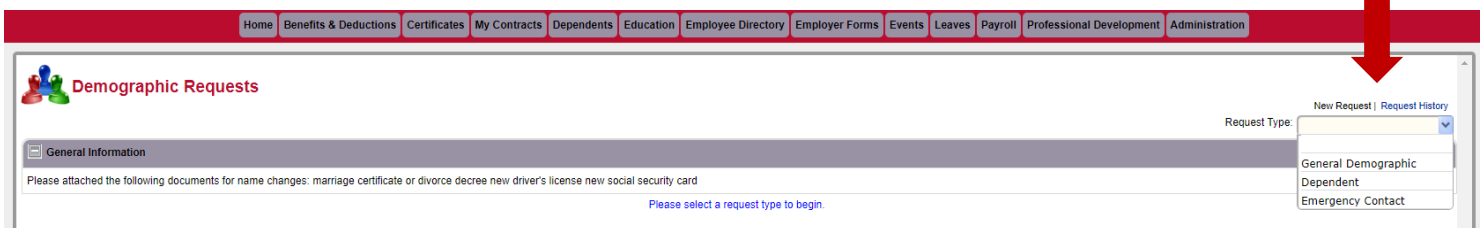
1. Log into the Employee Service Portal
2. Click Request Changes



3. Click New Request



4. Use the drop-down menu and select type of change
  - a. Name and address changes: select General Demographics
  - b. Add or remove a dependent: select Dependent
  - c. Add or remove emergency contact: select Emergency Contact



5. Follow prompts to enter information and click submit
6. Name changes (please upload the following documents)
  - a. Marriage: marriage certificate, driver's license & social security card (new last name should appear on driver's license & social security card)
  - b. Divorce: divorce decree, driver's license & social security card (last name on driver's license & social security card must match)