

# Change Your Name – Detailed Job Aid

## Procedure

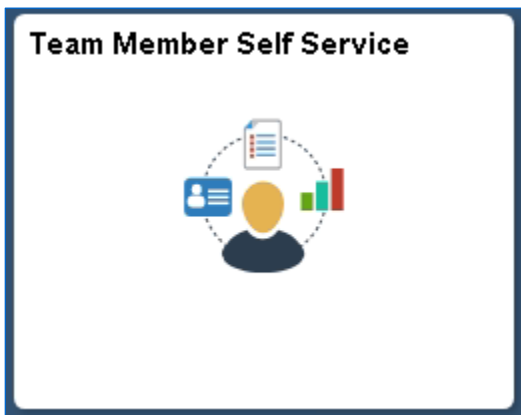
**Note:** When changing their name, team members are required to bring in a Social Security Number card to Human Resources.

Follow these steps to make a change to your name:

1. Access the **MyWay** system as follows:
  - a. Go to **The Exchange** at <http://www.hmhn.org>.
  - b. At the top right of the page, click the **MyWay** link.
  - c. Click the **Sign In** tile.
  - d. Enter your User ID and password and click the **Sign In** button.



2. After you sign in, verify the header says **MyWay**. If it does not, click the header dropdown arrow and select **MyWay**.



3. Click the **Team Member Self Service** tile.

The screenshot shows the MyWay Team Member Self Service interface. On the left, there is a 'Personal Details' menu with options: Talent Profile, Flexible Work Request, Flexible Work Request Status, and Emergency Contacts. In the center, there is a 'Home' menu with options: Contact Details, Marital Status, Name, Ethnic Groups, and Emergency Contacts. On the right, there is a 'Personal Details' section with the text 'To change your home address please' and a 'Home Address' section containing two addresses: '15 Main Street, Forked River, NJ 08731' and '2525 Pleasant Valley Way, Forked River, NJ 08731'. A 'Return to MyWay Homepage' link is at the bottom right.

4. The **Personal Details > Home** menu defaults. Click the **Name** menu item.

The screenshot shows the 'Name' change form. The title is 'Name'. Below the title, there is a text box with the instruction: 'To change your name click on name below and enter your new name then click on the Save button.' Below this, there is an 'Important notice' section: 'Documentation reflecting your new name is required for all name changes. Documentation Your name change request will not be finalized without the required documentation. Documentation You will be notified once the name change is complete via an email from Human Resources. Once notified your new name. Licenses and certifications must reflect your new name upon renewal. Your name change this name change request you are certifying that you have had a legal and valid name change on the date'. At the bottom, there is a table with two columns: 'Name' and 'Status'. The first row contains 'Gabriela Collaborative' and 'Current'. The table is highlighted with a red border.

Name	Status
Gabriela Collaborative	Current

5. Click in the box that contains your name.
6. Enter the date of your name in the **Change As Of** field.
7. Make the needed change to your name.
8. Click the **Save** button in the top right.

**Result:** The name change is submitted for approval. You will receive an email when the name change is approved.

### Questions?

If you have any questions, please contact Team Member Support Services through one of the following: **1)** submit an inquiry by clicking the **Team Member Service Center** tile from the **MyWay home page** and completing the Inquiry page presented; **2)** call 551-996-2877.