

Change Your Name – Quick 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.
4. The **Personal Details** menu defaults. From the **Personal Details** menu, click the **Name** menu item.
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.