

# Update Your Disability Status – Detailed Job Aid

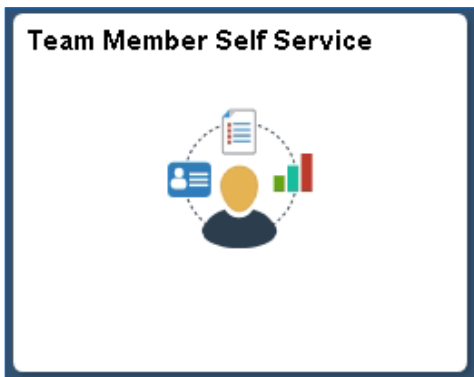
## Procedure

Follow these steps to change your disability status:

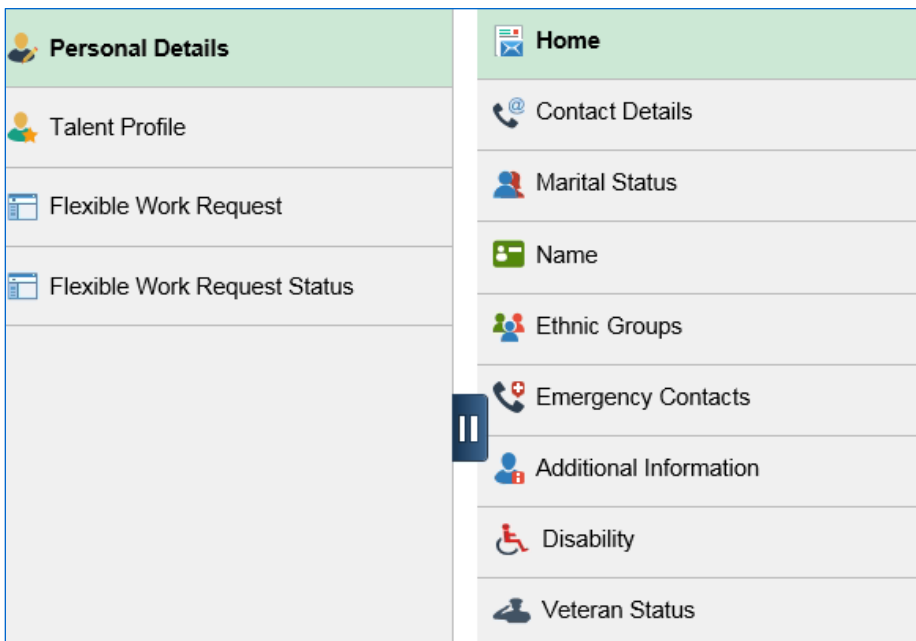
1. Access the **MyWay** system as follows:
  - a. Go to **The Exchange** at <http://www.hmhn.org>.
  - b. At the top right of the page, click the **MyWay** link.
  - c. Click the **Sign In** tile.
  - d. Enter your User ID and password and click the **Sign In** button.



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 > Home** menu defaults. Click the **Disability** tab.

**Please select one of the options below:**

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Your Name \_\_\_\_\_ Today's Date \_\_\_\_\_

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**Reasonable Accommodation Notice**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities or to perform your job. Examples of reasonable accommodation include making a change to the application, a sign language interpreter, or using specialized equipment.

<sup>1</sup>Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal opportunity requirements, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to provide information for this collection of information unless it displays the following OMB control number. This survey should take about 5 minutes to complete.

**Submit**

5. Select the checkbox to indicate one of the following:
  - a. You have a disability
  - b. You do not have a disability
  - c. You do not wish to answer
6. Click the **Submit** button.

### 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.