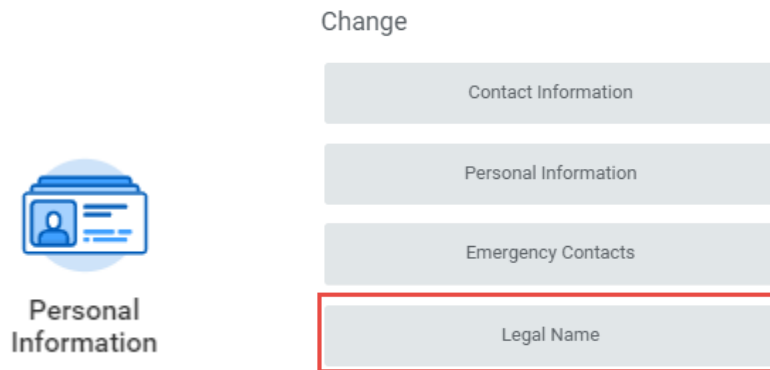


1. Click the **Personal Information** application on your landing page and select the **Legal Name** menu button.



2. Enter your new information, including any required (*) information.

A screenshot of the 'Change My Legal Name' form for user Bucky Bronco. The form includes the following fields: 'Effective Date' (07/22/2019), 'Country' (United States of America), 'Prefix', 'First Name' (Bucky), 'Middle Name', 'Last Name' (Bronco), and 'Suffix'. There is a comment field with the placeholder 'enter your comment' and an 'Attachments' section with a 'Drop files here' area and a 'Select files' button. At the bottom are 'Submit', 'Save for Later', and 'Cancel' buttons.

3. Click **Submit**.

4. You will receive a **To Do** Item in your Inbox with the instructions below. You will need to submit proof of name change to the Human Resources Department. (**Note: To complete this process, stop by the HR Office with an original new Social Security Card showing the new legal name for verification**)
5. Click **To Do** and **Submit** to submit proof of your name change or click **Done** to submit later.

Complete To Do Proof of Name Change Actions

For **Bucky Bronco**
Overall Process **Legal Name Change: Bucky Bronco**
Overall Status **In Progress**
Due Date **07/26/2019**
Instructions **To complete this process, stop by tl**

A screenshot of a 'Complete To Do' item. It features a blue header with the title 'Complete To Do Proof of Name Change' and an 'Actions' button. Below the header are details for the user 'Bucky Bronco', the process 'Legal Name Change: Bucky Bronco', the status 'In Progress', the due date '07/26/2019', and instructions 'To complete this process, stop by tl'. There is a comment field with the placeholder 'enter your comment' and two buttons: 'Submit' and 'Save for Later'.

You have marked as Complete Legal Name Change: Bucky Bronco Actions

Up Next
Payroll Partner
Review Legal Name Change
Due Date 07/24/2019

> **Details and Process**