

Changing Your Name

NOTE: You will need to provide a copy of your new Social Security card with your new name to the Human Resources office before any change can be approved.

1. Log into the **ADP Self Service Portal**, the Self Service page will display. Select Personal Information from the menu bar.
2. Then select General.

The screenshot shows the ADP Self Service Portal interface. At the top, there is a blue header with the ADP logo and a "Welcome, [Name]" message. Below the header is a navigation menu with options: Home, Time & Attendance, Pay & Taxes, Personal Information, Benefits, and Career. The "Personal Information" menu is expanded, showing sub-options: General, Emergency Contacts, Addresses, and Phone Numbers. The "General" option is selected and highlighted. Below the menu, the "Personal Information" section is displayed. It contains a list of fields for personal information: Name, Employee ID, Social Security Number, Birth Date, US Citizenship Status, Country of Citizenship, Gender, Marital Status, Military Status, and Highest Education Level. A large, empty rectangular box is overlaid on the form, indicating that these fields are not directly editable by the user.

1. The information on the Personal Information panel can only be changed by your Human Resources Representative.