

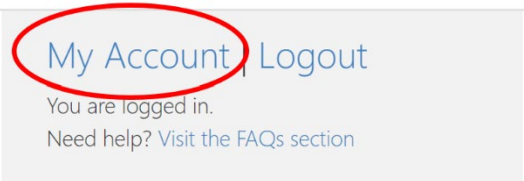


# ---Step-by-Step Instructions for Editing Your Name---



## STEP 1:

After login, click on **My Account** located in the top-right of your screen.



## STEP 2:

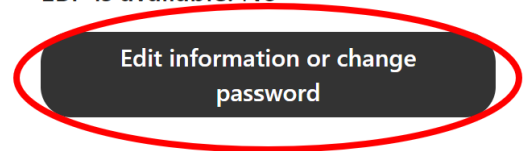
Scroll down to **Account Information** on the right side of the screen. Click on the **Edit Information or change password** button.

### Account Information

Username: User1

E-mail: User1@email.com

Send me e-mail updates when a new EBP is available: No



## STEP 3:

Update the information in the **Full Name\*** line.

Full Name \*

## STEP 4:

Scroll down to the bottom of the page and click **Save**.

