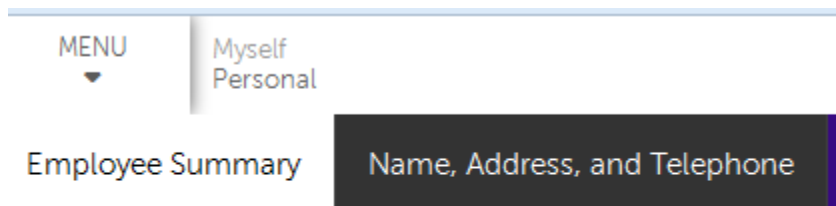


## NAME, ADDRESS, TELEPHONE SELF-SERVICE

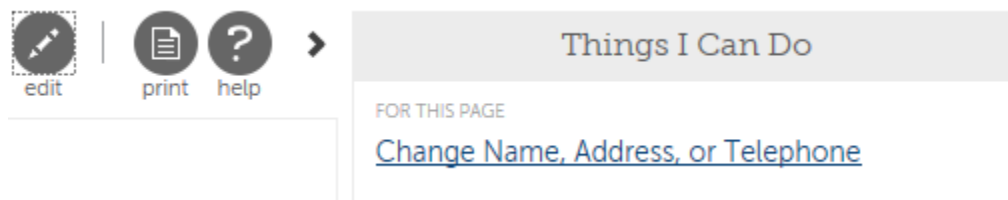
Want to change your Name, Address, or Telephone information in Payroll System? Just follow these easy steps:

- Log Into Ultipro <https://ew13.ultipro.com>
- Select Menu, Myself, Name, Address, and Telephone



## Name, Address, and Telephone

- On the right hand side of your screen find the Things I Can Do section, select Change Name, Address, or Telephone or Select the Edit Button



- Enter your new Information and Click **Save**
- Your request to change your name goes through an additional approval process. You may receive notice from Human Resources of further documentation requirements.
- For verification purposes you will receive a new message in you Outlook email account from Ultipro Notifications:

The request, Change Name, Address, or Telephone, for Waring, Nina has been successfully processed.  
The details of this request are accessible via the Completed view, under the Requests, Inbox menu item.

- These changes can also be viewed in Ultipro under Requests, Inbox

