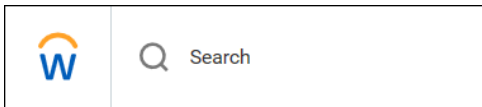


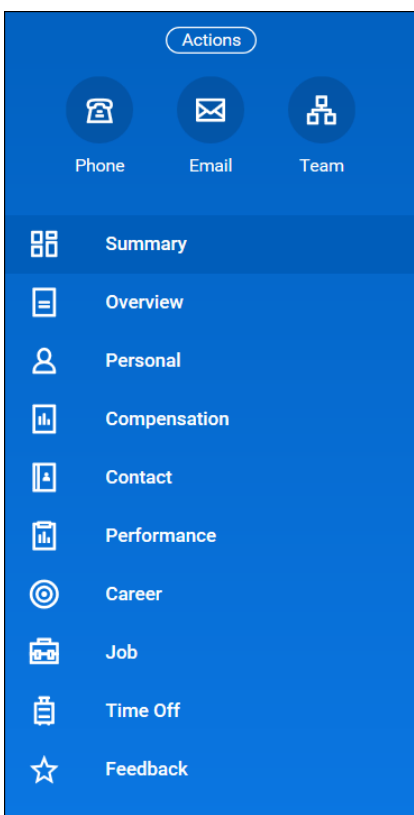
Change Social Security Number

This job aid will walk you through how to change a social security number on a worker.

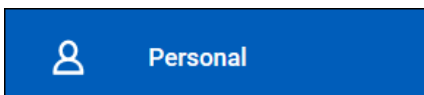
Step 1: In the search bar, type in the employee's name you are making the change for.



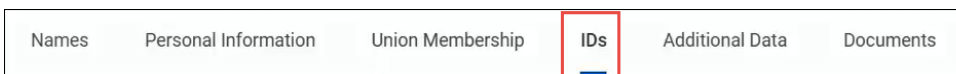
Step 2: The search results will bring you to the landing page on the employee's profile.



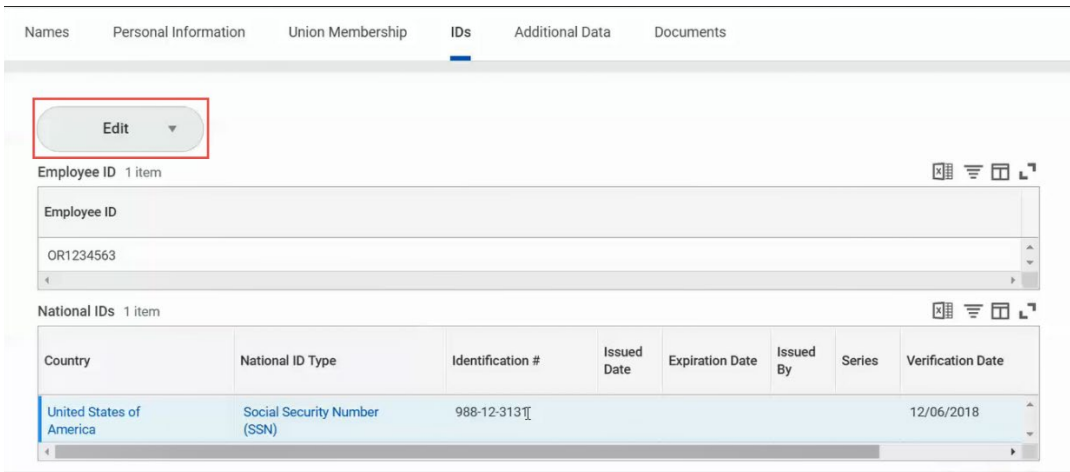
Step 3: Click on the **Personal** tab.



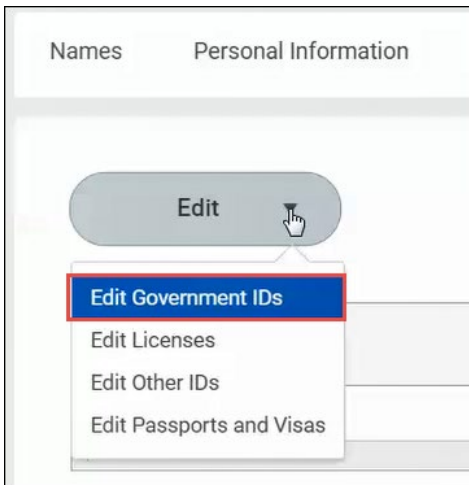
Step 4: In the *Personal* menu, click on **IDs**.



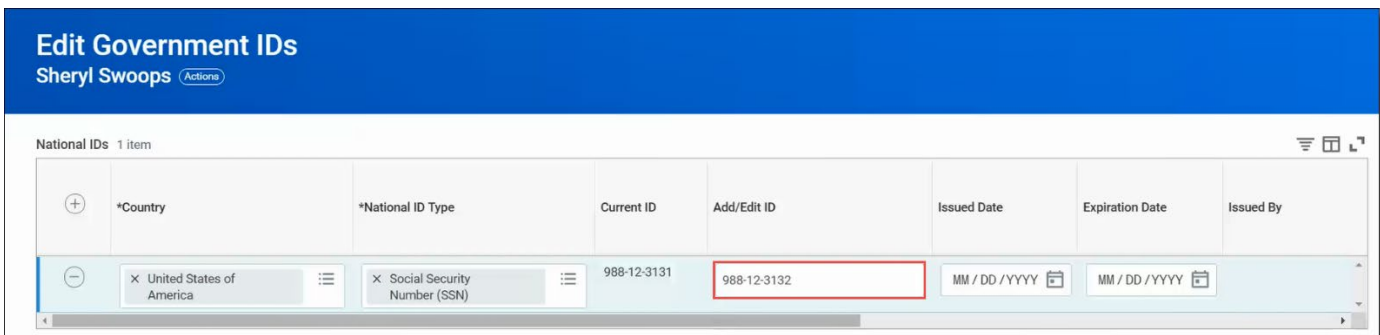
Step 5: In the *ID* menu, click **Edit**.



Step 6: In the *Edit* drop down menu, click on **Edit Government IDs**.



Step 7: From the *Edit Government ID's* menu, type in the social security number in the **Add/Edit ID** field.



Step 8: Click **Submit** and **Done**.