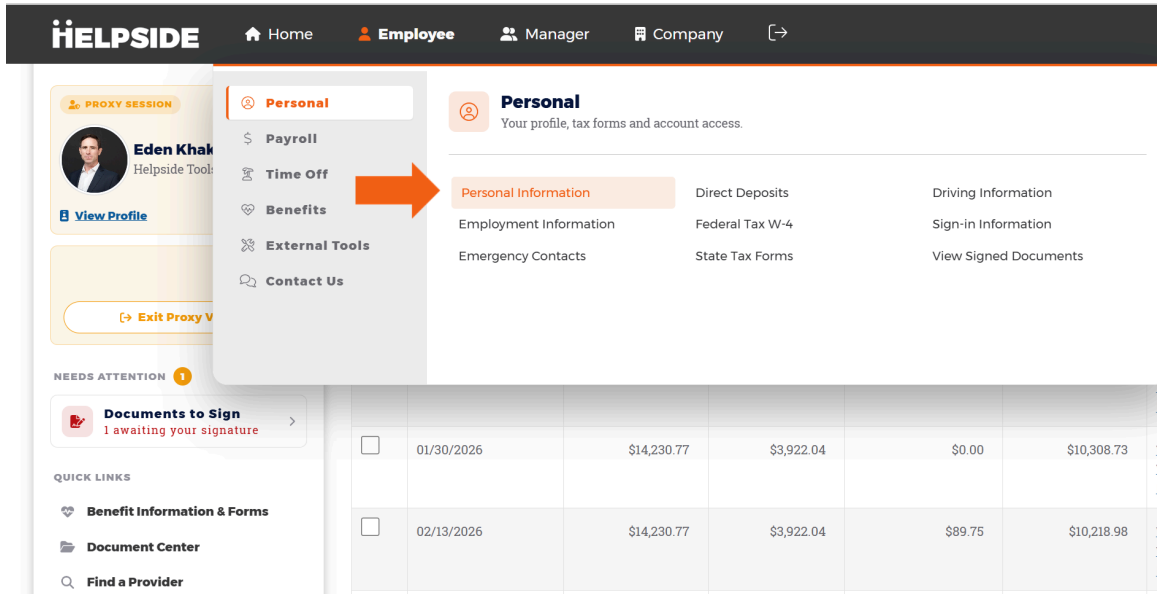


Changing Your Name of Social Security Number

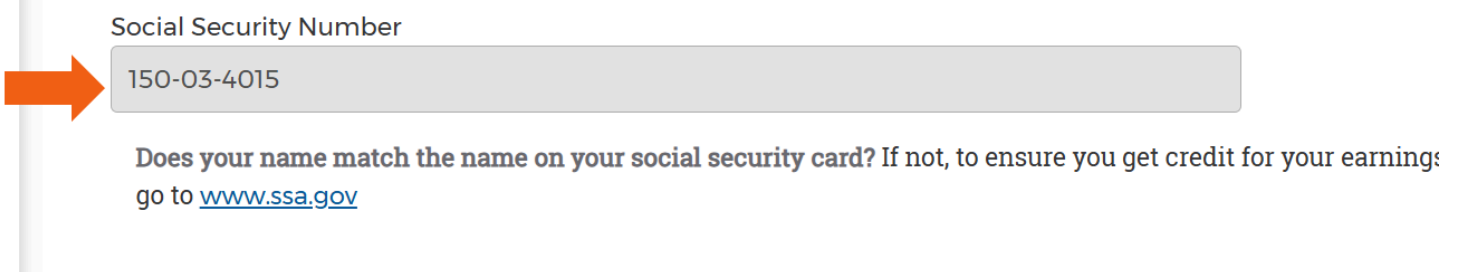
To change your address, click on **Personal** and then **Personal Information**.



The screenshot shows the HELPSIDE website interface. The top navigation bar includes links for Home, Employee, Manager, and Company. The left sidebar contains a user profile for Edén Khak and a list of quick links. The main content area shows the 'Personal' section with a sub-menu on the left. An orange arrow points to the 'Personal Information' link in the sub-menu. The right side of the page displays the 'Personal Information' section with various links like Direct Deposits, Federal Tax W-4, and State Tax Forms. Below this, there is a table with columns for date, amount, and status.

☐	01/30/2026	\$14,230.77	\$3,922.04	\$0.00	\$10,308.73	✓	D
☐	02/13/2026	\$14,230.77	\$3,922.04	\$89.75	\$10,218.98	✓	D

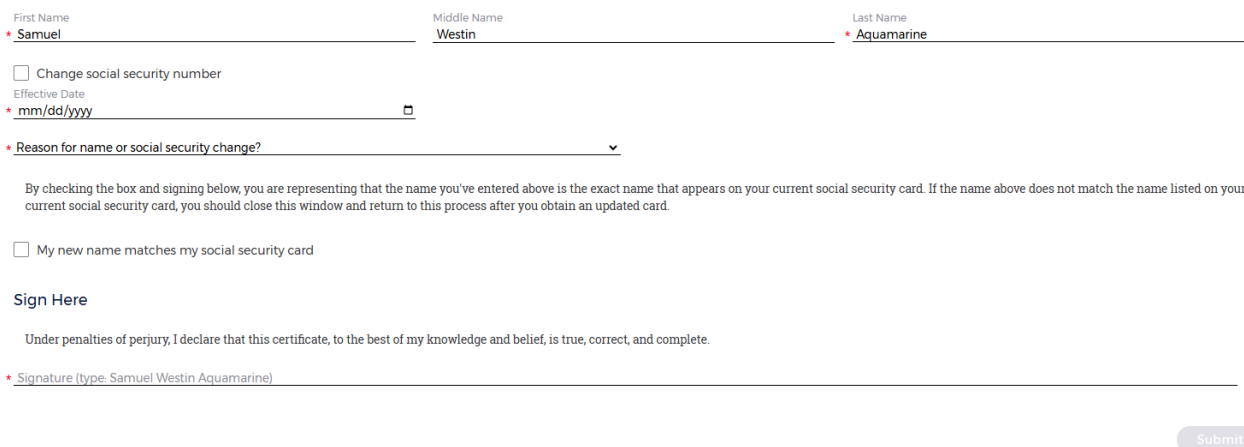
Then click on **Name or Social Security Change**



The screenshot shows the 'Name or Social Security Change' form. The 'Social Security Number' field is highlighted with an orange arrow and contains the value 150-03-4015. Below the field, there is a text prompt: 'Does your name match the name on your social security card? If not, to ensure you get credit for your earnings go to www.ssa.gov'.

Complete the form and type your full name to sign. Then click on **Submit**.

Employee Name or Social Security Change



The screenshot shows the 'Employee Name or Social Security Change' form. The form includes fields for First Name (Samuel), Middle Name (Westin), Last Name (Aquamarine), Effective Date (mm/dd/yyyy), and Reason for name or social security change. There is a checkbox for 'Change social security number' and a checkbox for 'My new name matches my social security card'. A signature line is at the bottom with the text 'Signature (type: Samuel Westin Aquamarine)'. An orange arrow points to the 'Submit' button at the bottom right.