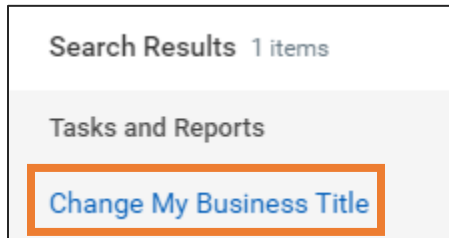


Use this job aid to change your business title. Your business title will be visible to all Team Members.

Change Your Business Title

From your home screen:

1. Navigate to the search bar and type **Title Change**. Select **Change My Business Title**.



2. Enter the **Effective Date**.
3. In the **Proposed** section, enter the proposed **Business Title**.
4. Click **Submit** and **Done**.

Next Steps

The request is submitted to your manager for approval.