

# U**STEPS** & U**PI** USER EMAIL CHANGE REQUEST FORM

## Instructions for Updating the Utah ID User Account

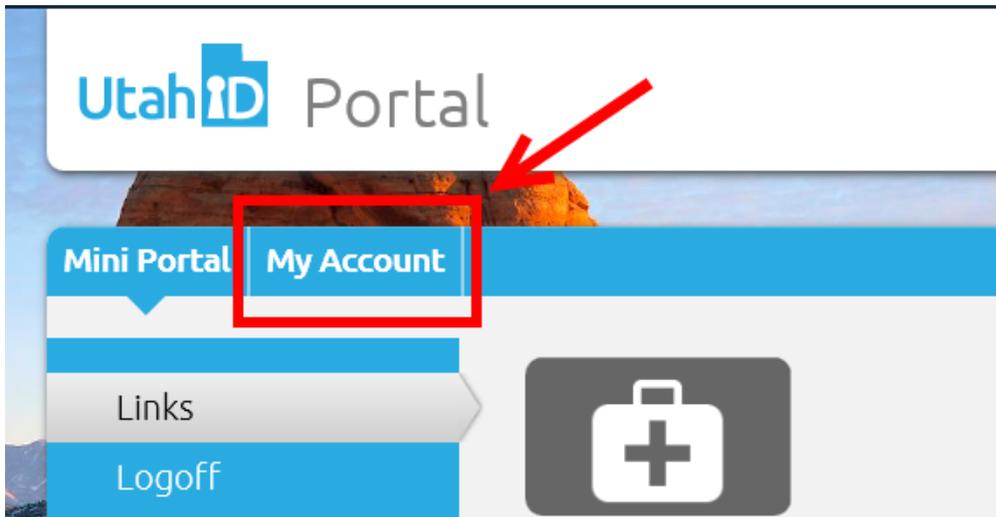
**Step 1.** Type the web address below in the web browser and go to the site:

<https://login.utah.gov>

**Step 2.** Log into the site.



**Step 3.** Click on “My Account”



**Step 4.** Update the email address.

A: Type the new email address.

B: Click the “Save” button to complete the change.

Welcome Rick Birrell

Utah.gov login ID

\* = Required Fields  
✓ = Validated Fields

**Edit Your Utah-ID**

\*First Name: Rick  
Initial:   
Last Name: Birrell  
\*Utah-ID: rickbirrell  
Change your Utah-ID with caution. Some applications link to your account using your Utah-ID.

✓Email Address: rickbirrell@shoe.com  
Alternate Email Address:   
Password: Edit Password

**Work information** Edit Validate

**Home Information** Edit Validate

**Private Information** Edit  
Note: All private information is encrypted.

Save

**Step 5.** Utah ID will send an email to the new address updated in the previous step. Follow the instructions specified in the Email to finalize the change.

**Step 6.** Notify the USTEPS team by imaging and emailing the completed form (page 3) to [usteps@utah.gov](mailto:usteps@utah.gov) or fax to: USTEPS Team at (801) 538-4279

# U<sup>STEPS</sup> & UPI USER EMAIL CHANGE REQUEST FORM

User's Name: \_\_\_\_\_  
*First Name                      Middle Initial                      Last Name*

User's Telephone Number: \_\_\_\_\_

The DSPD Provider the User is Employed by: \_\_\_\_\_

Old Utah ID Account Email Address: \_\_\_\_\_

New Utah ID Account Email Address: \_\_\_\_\_

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

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**Office Use Only:**

Change Completed By: \_\_\_\_\_ Date \_\_\_\_\_