USTEPS & UPI USER EMAIL CHANGE REQUEST FORM

Instructions for Updating the Utah ID User Account

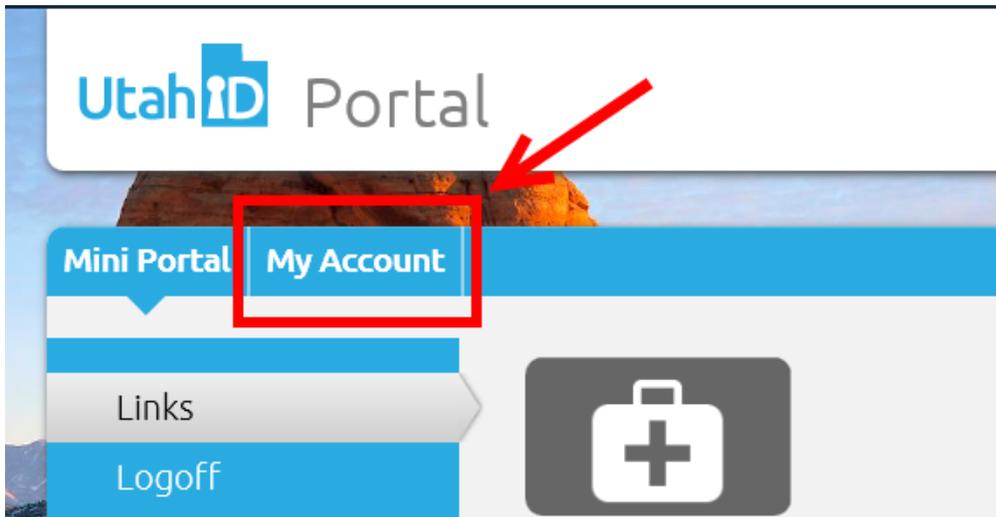**Step 1.** Type the web address below in the web browser and go to the site:

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.

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 or fax to: USTEPS Team at (801) 538-4279

USTEPS & **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

Office Use Only:

Change Completed By:_____ Date _____