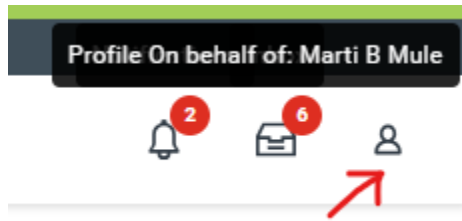
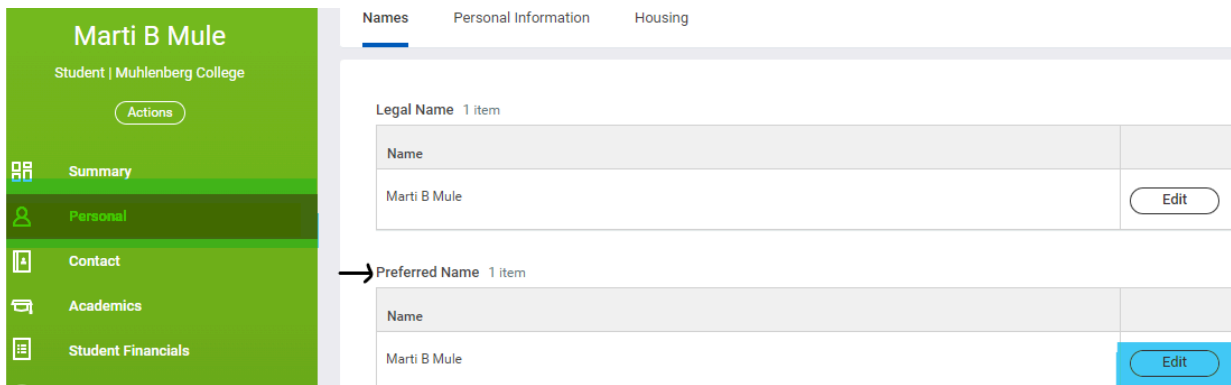


Click on your profile in the upper right corner, then click on View Profile.



On the left side menu bar click on Personal. There you will see fields for both Legal Name and Preferred Name. Click on the Edit button in the Preferred Name box.



After you click Edit the page where you can make your Edits will appear:

Use Legal Name As Preferred Name

Country *

Prefix

First Name *

Middle Name

Last Name *

Suffix

enter your comment

Click Submit at the bottom and then you'll see a pop up box. The process is **NOT** complete at this point.

You have submitted

Up Next: Berg B Mule | Pref Name Change

[View Details](#)



Click on To Do and carefully read the information on the next page which includes important details regarding:

- where your Preferred Name will appear
- where your Legal Name will appear
- where both Preferred and Legal Name will appear together

If after reading this you choose to proceed, click submit at the bottom.

Upon submitting the form, the request will be routed to the Registrar's Office for review and approval.

If after reading this you decide you wish to cancel your request, you may do so by scrolling to the top right corner, click on the Gear and then click on Cancel as highlighted below.

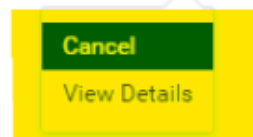
Complete To Do Pref Name Change ⋮



13 day(s) ago

For Berg B Mule

Overall Process Preferred Name Change: Berg B Mule



If you do not click on To Do and submit the form, your request will not be processed.