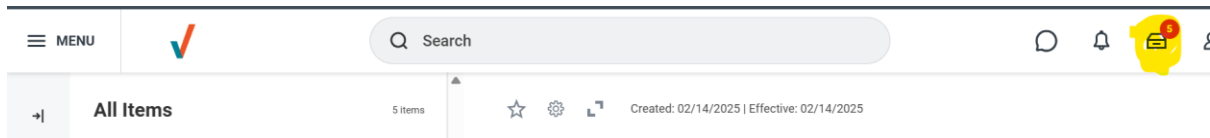


Step 1: Log in to Workday

- Go to your Workday
- Enter your credentials and log in.

◆ Step 2: Navigate to inbox > Right side corner



◆ Step 3: Access Government IDs information

- In the left-side “ID Change”.
- Click the **Add** icon > select type of ID

A screenshot of the 'Proposed IDs' form in the Workday interface. The form is titled 'Proposed IDs' and has a sub-header 'National IDs 1 item'. It contains a table with the following columns: '+', '*Country', '*National ID Type', 'Current ID', and 'A'. The first row shows a minus sign icon, 'United States of America', 'Social Security Number (SSN)', 'XXX-XX-XXXX', and 'A'. Below this table is a section for 'Additional Government IDs 0 items' with a similar table structure: '+', '*Country', '*Government ID Type', 'Identification #'. At the bottom of the form are three buttons: 'Submit', 'Save for Later', and 'Cancel'.

1. Select the **ID Type**
2. Update the **ID Number**
3. Check that the **Country** is accurate
4. Click **OK** or **Submit**