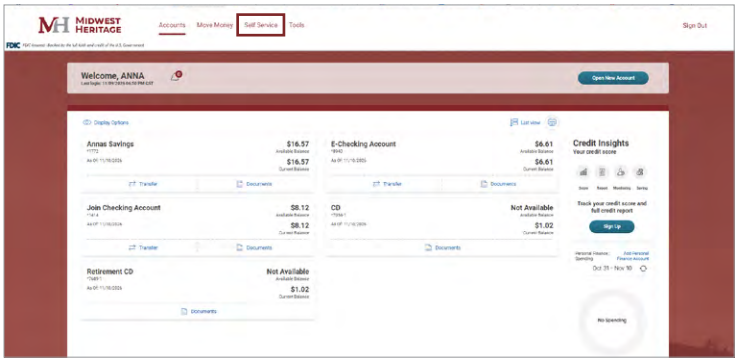
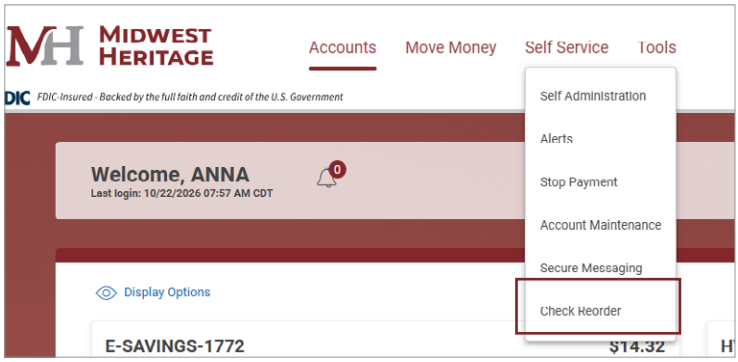
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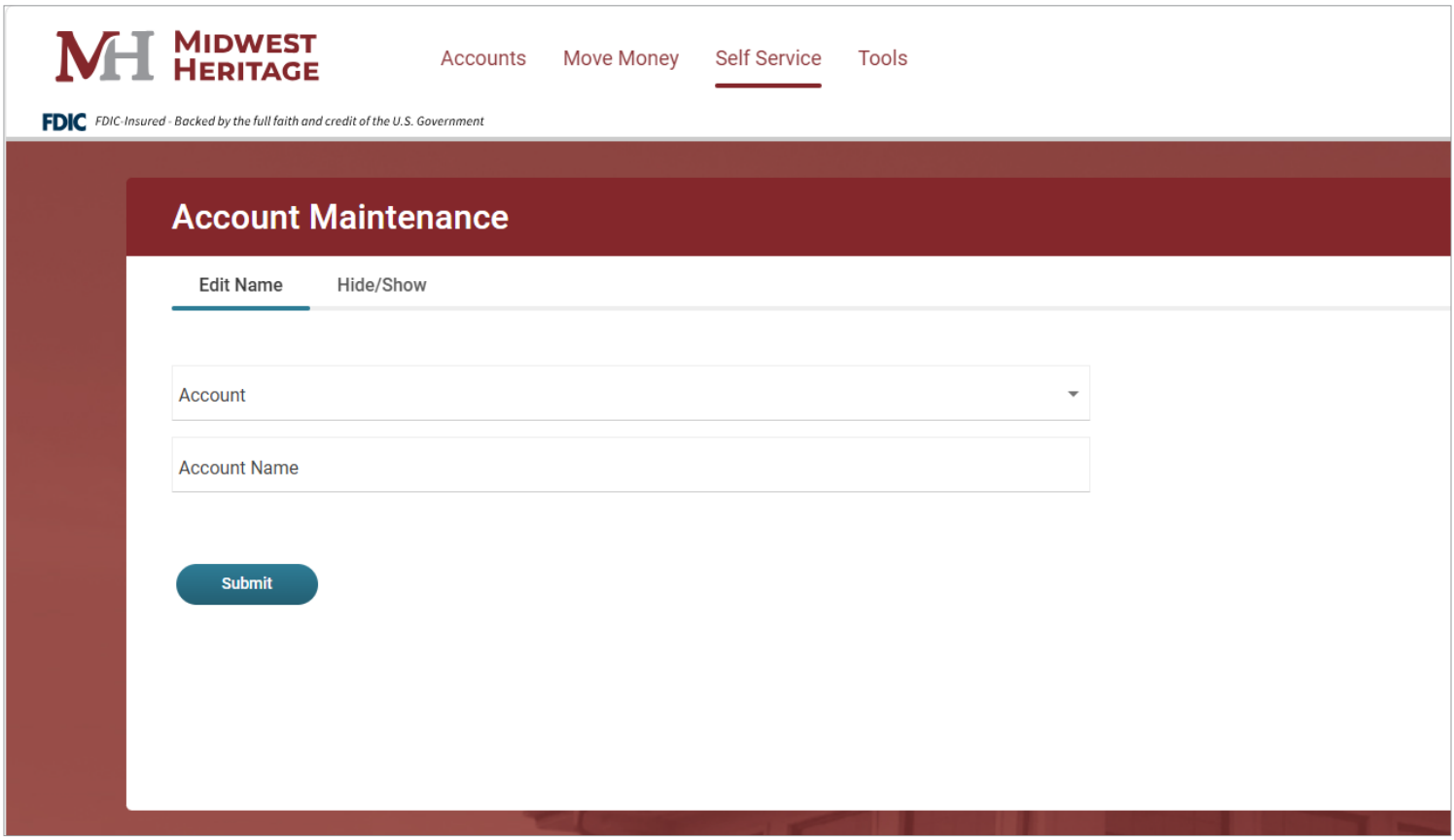
Quick Guide:
How to Change Account Names (Web)



Begin by clicking on the **Self Service** tab.



Once the drop down menu shows, click on **Account Maintenance**



Once you're on the **Account Maintenance** page, use the dropdown menu to select the account you'd like to rename, then edit the account name as needed.