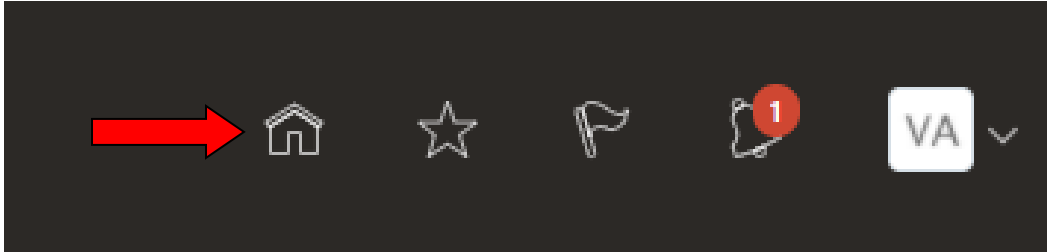




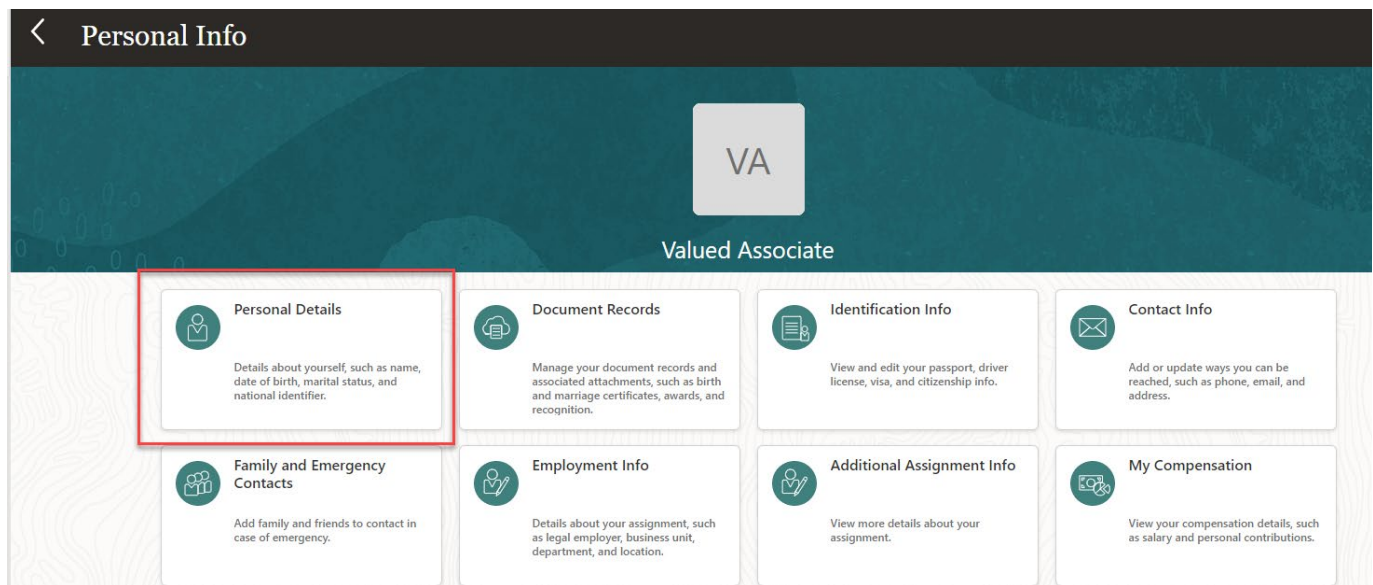
Updating Legal Name in Fusion

Step 1: Open Oracle Fusion through [MyAcosta](#) or through <http://apps.mosaic.com>

Step 2: Access the Home page by clicking on the Home icon.



Step 3: Click on the **Personal Details** tile.



Step 4: To update/change your legal name, from the **Name** section, you will need to click on the pencil/edit icon.

Name

Start Date 12/15/20	Last Name
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A red arrow points to the pencil/edit icon in the top right corner of the form.



Please note that changes to legal name require the submission of legal documents to validate.



Step 6: To add/update the information, please complete the required fields.

Name

*When does this name change start?

Enter 12/15/20 if you're correcting a mistake in your name.

*Last Name

First Name

Middle Name

Prefix

Suffix

Title

Honors

Preferred Name

Previous Last Name

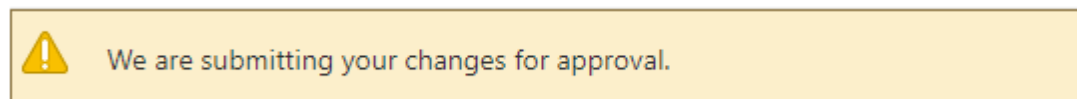
Comments

Attachments

Step 6: Additionally, you may add any comments or attach any information related to this update of your personal data. Click **Submit**.



Step 6: Once successfully submitted, a notice is generated regarding approval.



Please note that the requested change cannot be completed until supporting documents have been validated by the HR team. Please contact the HR team for assistance.



For additional support, please contact:

US Associates - Telephone: 877-992-7547 Email: askhr@acosta.com

Canada Associates - Email: CAN-HumanResources@mosaic.com