



Change or Add SSN/ITIN

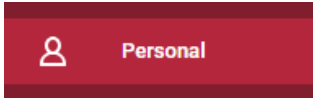
Overview

This quick reference guide will cover how to navigate through Workday to make changes or add your Social Security Number or Individual Taxpayer Identification Number.

1. After logging into Workday. Click on Profile Icon on top right of screen and click View Profile



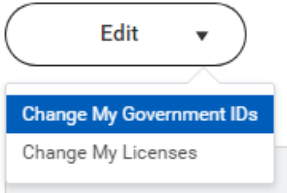
2. Click on the Personal tab



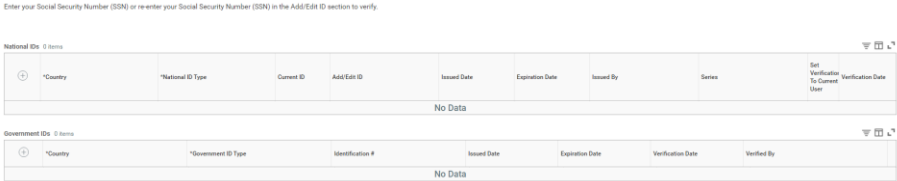
3. Select the IDs tab



4. Click Edit and Change My Government IDs (if applicable)



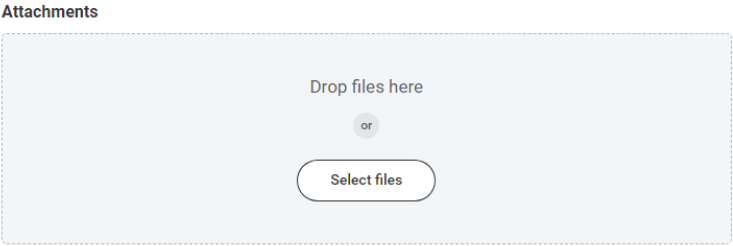
5. Click the + icon under National IDs



6. Enter the **Country**, the **National ID Type**, and the **SSN or ITIN Number**



7. Insert documentation in Attachments Box (copy of SSN card, ITIN card, etc.)



8. Click Submit!