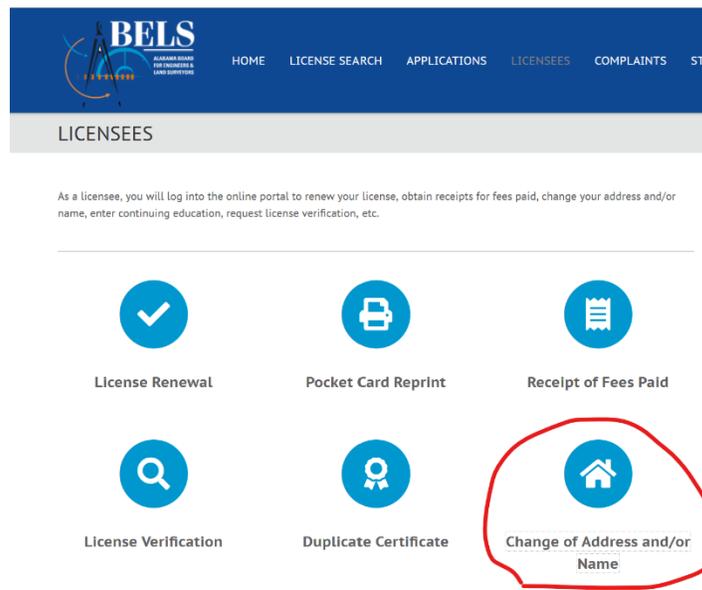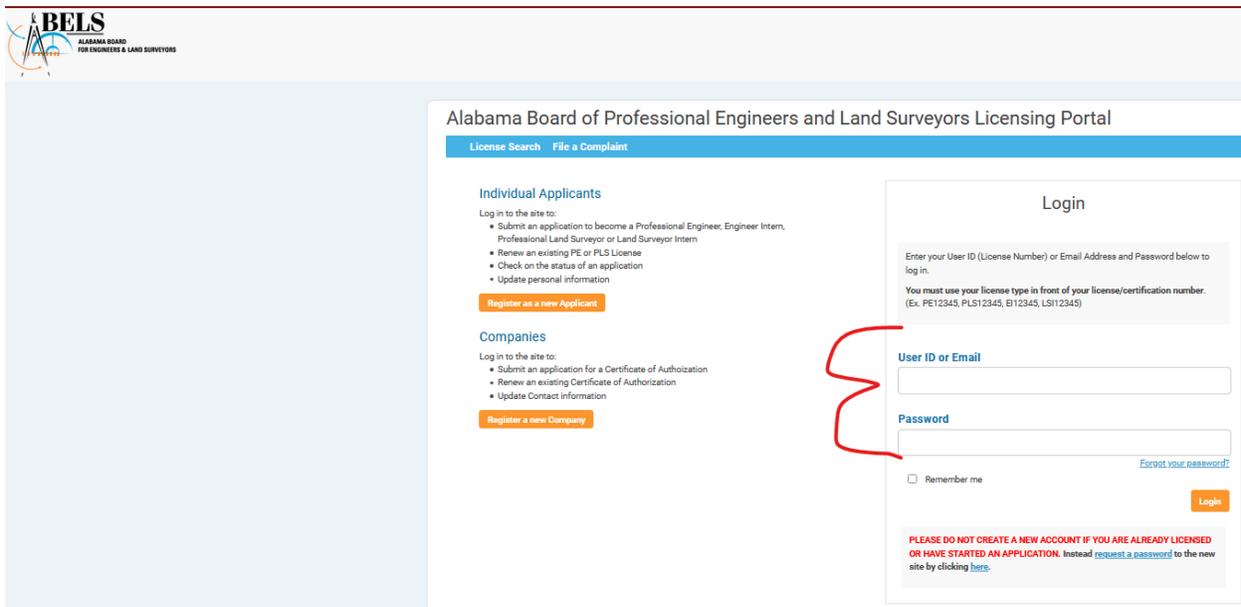# How to Change Your Name in BELS Account

We have transitioned to a new database called Learning Builder. **All licensees and applicants can now request a name change through your BELS account. You will be required to upload the document showing the name change**. **Once it is reviewed and approved, it will show in your account and on the License Search**. **It is <u>not</u> a live update since a document and review is required.**

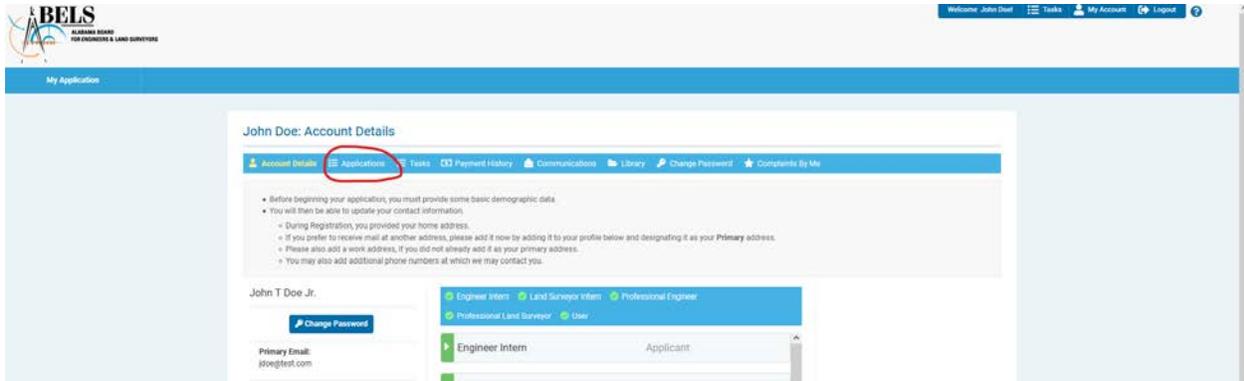- You would go to the website under Licensees then under Change of Address and/or Name
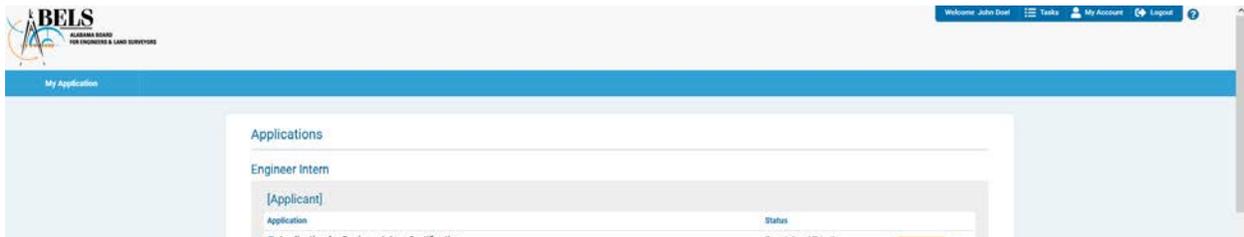

- Login to your BELS account

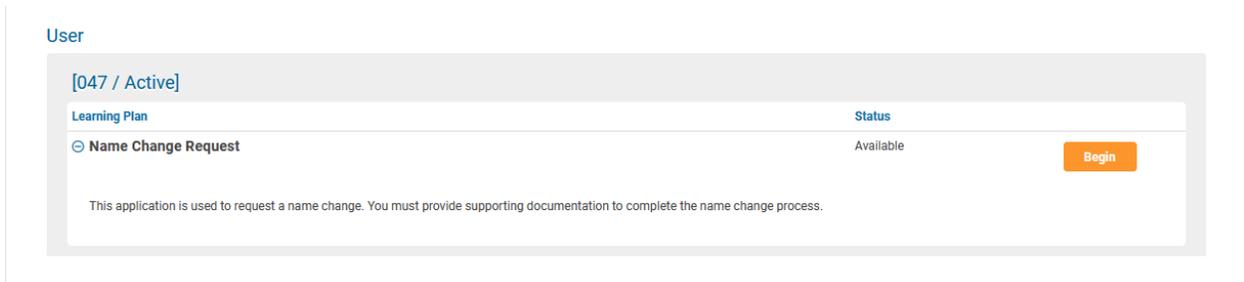**Page 2 How to Change Your Name in BELS Account**

- If your account opens up in Account Details, Hit Applications

- Once you get to the Applications page, scroll down till you see User and Name Change Request.

- Hit Begin

- Hit Provide Name Change Details

- You only have to enter which name (first, middle or last) or the suffix that is changing. It is not necessary to enter all 3. The system will prepopulate the names that were **NOT** changed.

- Once you've entered the change and uploaded the supporting document, Hit Submit Name Change Request.

Page 4 How to Change Your Name in BELS Account

- You will see your Name Change Request is In Review.

- If BELS staff has questions about your request, you will get an email requesting clarification.

- If there are no issues with your request, you will get an email letting you know the Name Change Request has been approved and the email will show your new name.

- You should see your Name Change Request status as Approved and it provides a new name change request if you need one in the future.