

# Changing Your Name or Address

It's important that we keep your information up-to-date so you continue to have a seamless experience with benefits and payroll. If you've recently moved or changed your name, please follow the below instructions below as soon as possible. Delays with executing the update may affect you receiving timely benefits coverage and payroll documents, like W-2s.

If you're updating your name because of a marriage or divorce, review the [Marriage Event Guide](#) at [PublicisConnections.com/Qualified-Life-Events](https://PublicisConnections.com/Qualified-Life-Events) to see if there are additional changes you need to make to your benefits within 30 calendar days of that event.

## Submitting a New Name or Address

You can do this yourself in a few simple steps by accessing your record in the HRIS Career Settings database.

Go to [Career Settings](#) > "My Profile", and update your details under **Personal Information** and/or **Address**.

If you require assistance, please reach out to your local HR contact or IT.

## Changing Your Dependent's Name/Address

Log into our benefits administrator site, [bswift](#). Under **My Profile**, click on **Edit Dependents Profile** to make your updates. Be sure to click **Save & Continue** when you're finished.

## Getting a new Benefits Insurance Card

To get a new ID card, please reach out to the respective benefits insurance carrier, which you'll find the full list at [PublicisConnections.com/Contacts](https://PublicisConnections.com/Contacts). Please note: It may take up to three weeks for the benefits insurance carriers to receive your updated information from the date you make the change. Reminder, benefits insurance carriers do not personalize cards for dependents.