1. Click Services tab
2. Select Participant Click on Application
3. Under Family Members: select the name of the individual that you would like to change.
4. General Information section
   1. type the new first or last name in the appropriate space.
5. Notes section: click the timestamp button & type in a reason for the change along with the name that is being changed (ex//adopted 8/2/17, last name changed from Lyons to Smith).
6. Click Save