

**Department of Human Services
Division of Services for People with Disabilities
PRIVATE SUPPORT COORDINATOR - DHS CONTRACT PROVIDER**

USTEPS PSC EMAIL CHANGE REQUEST FORM

The following procedure must be followed BEFORE submitting the USTEPS Email Change Request Form
Instructions for Updating Utah ID User Account

The following instructions specify how a private support coordinator can change the email address that is associated with their Utah ID account.

Step 1. Type the web address below in the web browser and go to the site:
<https://login2.utah.gov/user/helpdesk>

Step 2. Type the Email or Utah ID and password. Then login.



Step 3. Click on "My Account"



Step 4. Make the necessary changes and save.
A: Type the new email address.
B: Click the "Save" button to complete the change.

Step 5. Utah ID will send an email to the new address updated in the step above. Follow the instructions specified in the Email to finalize the change.

Step 6. Notify the USTEPS team by sending this form via USTEPS@utah.gov or fax to the USTEPS Team at (801) 538-4279

Department of Human Services
Division of Services for People with Disabilities
PRIVATE SUPPORT COORDINATOR - DHS CONTRACT PROVIDER
 **PSC EMAIL CHANGE REQUEST FORM**

APPLICANT NAME: _____
First Name *Middle Initial* *Last Name*

User's Telephone Number: _____ User's EIN Number _____

Current Utah ID User Account Email Address: _____

New Email Address: _____

_____ is the date I completed the above outlined procedure in my Utah ID User Account.

Please check this box indicating: I have notified my Administrative Program Manager (APM) of my change in email address.

Applicant Signature _____ Date _____

Change made in USTEPS: _____ Activated _____
Name Date