



MyIntealth™ Applicant User Guide:

Complete a Biographic Change Request

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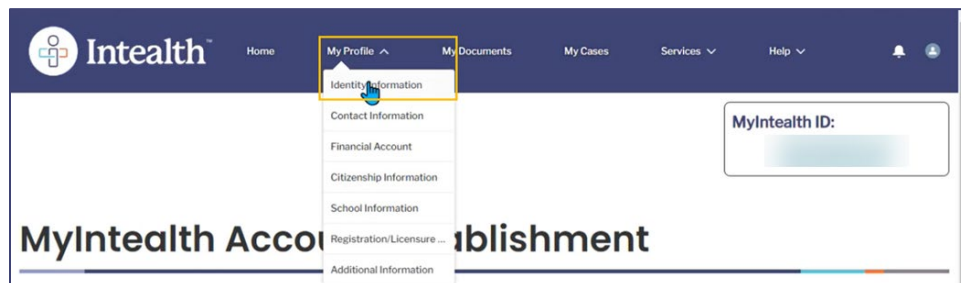
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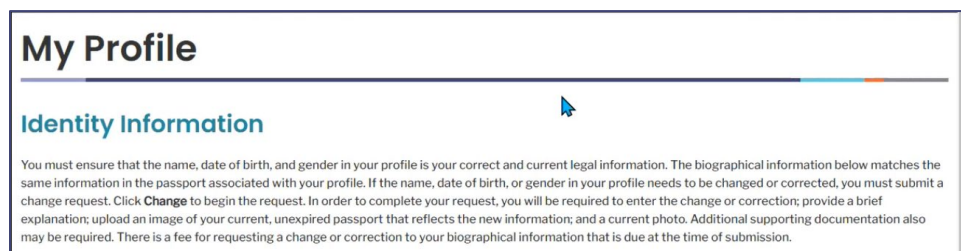
1 Complete a Biographic Change Request

1.1 Submit a Biographic Change Request

Step 1. From the **MyIntealth Applicant Portal** homepage, in the top banner, click **My Profile** and select **Identity Information** from the dropdown menu.

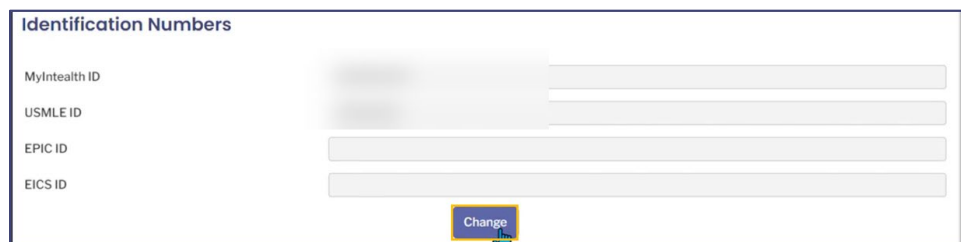


Step 2. The **Identity Information** page appears.



Note: The subsections (**Biographical Information** and **Identification Numbers**) are grayed out and you are unable to edit these sections.

Step 3. Click **Change** at the bottom of the screen.



Step 4. The **Biographical Change Request** page opens. Follow the onscreen instructions and update the fields accordingly. It is possible to update multiple pieces of information within the same request. Additional sections with required fields (*) may appear depending on your selection.

My Profile

Biographical Change Request

Name

If you have legally changed your name from what appears in your Intealth profile, you must submit a change request. Enter the necessary change to your name in the field below, provide a brief explanation of the reason for the change, and upload documentation, as indicated. Then, click **Submit**. We must be able to determine from the supporting documentation you submit that your name has legally changed from the name currently in your profile to the name that you're requesting to appear in your profile.

* Last Name/Surname: Armstrong

My legal name consists of one name only: ☐

* Rest of Name: Monica

Generational Suffix:

Note: In this example, the applicant is updating their **Last Name/Surname**.

* Last Name/Surname: Armstrong-Dennis

My legal name consists of one name only: ☐

* Rest of Name: Monica

Generational Suffix:

- a. Additional sections with required information (*) appear when the revised **Last Name/Surname** is entered. Enter all required information (*).

Supporting Documentation

You must provide a brief explanation for the reason you are requesting a change (i.e., name change due to marriage). You also must provide an image of your current, unexpired passport bearing the name, gender, and date of birth you are requesting to be listed in your Intealth profile. Additional documentation also may be required. We must be able to determine from the supporting documentation you provide that the information currently in your profile has legally changed to the information that you have provided in this request.

* Reason for Change:

* Passport Number:

* Passport Issue Date:

* Passport Expiration Date:

* Passport Country:

* Upload Passport: You must upload a clear, color image of the page in your current, unexpired passport that includes your name and photo. Or drop files

* Reason for Change: Recently married

- b. The **Upload Passport** prompt (*) requires you to upload a passport with your updated information (e.g., if updating your **Last Name/Surname**, ensure you upload a passport that includes the updated name). To **Upload Passport**, follow these instructions:

- (1) Click **Upload Files** and select a file.
- (2) A preview of the file appears. Click **Save** (disk icon) in the top right corner of the preview.



- (3) The file is saved and uploaded.
- c. Enter the remaining required information (*). For the **Upload Photo** prompt, follow the instructions used for **Upload Passport**.
- d. Additionally, add any supporting documentation (i.e., marriage certificate, official court order, etc.) if applicable.

Step 5. Review the information and click the checkbox at the bottom of the page to continue.

Step 6. Click **Next**.

I also certify that I have read the [Policies and Procedures Regarding Irregular Behavior](#) and agree to abide by these policies and procedures. I certify I understand that, as provided in the [Policies and Procedures Regarding Irregular Behavior](#), among other things, Intealth may find that submission of false information and/or falsified documents to Intealth through MyIntealth or otherwise constitutes irregular behavior, which could result in actions including suspension or revocation of, or permanent bar to ECFMG Certification; suspension or removal of J-1 visa sponsorship; and/or a report of a determination of irregular behavior to any organization or individual who, in the judgment of Intealth, has a legitimate interest in such information. (Organizations with a legitimate interest in such information include the USMLE Committee for Individualized Review; the Federation of State Medical Boards of the United States; any applicable federal, state, local, or other relevant governmental or regulatory department or agency; U.S. state and international medical licensing authorities; and graduate medical education programs.)

[Cancel](#) [Next](#)

Step 7. Once you have made all your updates, complete the **Review Your Cart** section to pay for the **Online Notary**.

- Click **Proceed to Payment**.
- Enter **Billing Address** and **Payment Info**.
- Click **Pay \$**.

Review Your Cart

Please review the items in your cart. If you are ready to continue with this application/request, click **Proceed to Payment**. Once you proceed to payment, you will be unable to return to this screen. If you wish to cancel this application/request, click **Previous** to return to the preceding screen and then click **Cancel**.

Important Note: Navigating away from this screen, by using the Back button in your browser or refreshing your browser, may clear your responses and restart the application/request.

Step 8. A **Thank You!** notification screen appears with information related to your purchase. The **Biographic Change Request** is submitted to Intealth for review. Applicants can only submit one biographic change request at a time.

Thank You!

You have successfully submitted your application/service request. We will notify you as soon as your request has been processed. You can also monitor the status of this request using the case number provided below.

For your reference, your case number for this request is

Payment Confirmation Number: