### MAINTAIN EMPLOYER NAME

#### Introduction

This section describes how to modify an Employer's legal and/or DBA name. It also describes how to view the name change history associated with an Employer account.

**NOTE**: In order to change the legal entity name with DUA, the Employer should have obtained Articles/Certificate of Amendment from the Secretary of State. The Articles/Certificate of Amendment must be attached to the printed confirmation of legal name change request and received by DUA within 30 days for the request to be approved. Upon receipt of documents, DUA staff will review them and deny or allow the request. If 30 days have passed since the initiation of the request without the receipt of documents, the name change request will be cancelled automatically.

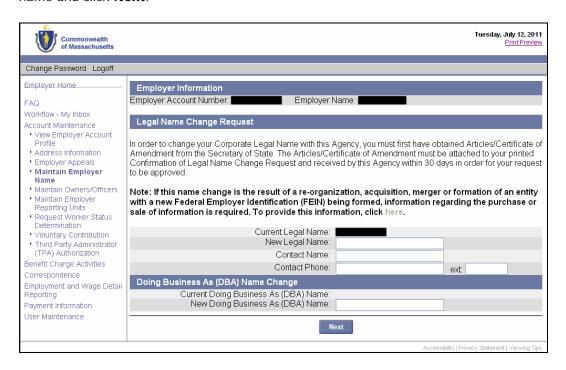
# Navigating to the Employer Name Page

- 1. Log in to QUEST and click Account Maintenance.
- 2. Click the Maintain Employer Name link.

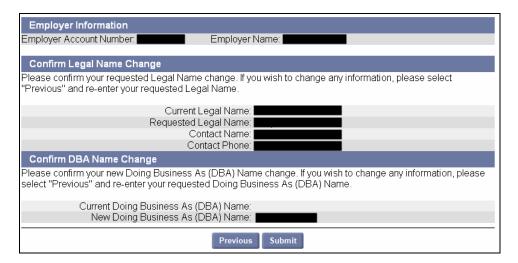


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The Name Change Request page appears. Enter the new legal name and/or Doing Business As name and click Next.



4. On the **Confirm Name Change** page, the current and new (requested) legal and DBA Names are displayed. Click **Submit** to confirm. (Click **Previous** to return to the Change Request page.)



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- 5. A printable bar-coded page appears. Do the following:
  - Print the page.
  - Attach the page to a copy of your Articles/Certificate of Amendment from the Secretary of State.
  - Mail it to the DUA by the date specified:

Department of Unemployment Assistance ATTN: Employer Liability Department 19 Staniford St. Boston, MA 02114

FAX: 617-727-8221

**IMPORTANT NOTE**: Mail the bar-coded page with your Articles/Certificate of Amendment to DUA by the date specified on the page.