



MY HR PROS

1701 Main Street, Van Buren, AR 72956
(479) 474-7752

MEMO

To: Customers

From: Joseph Lyon, CEO

Date: September 11, 2023

Subject: Change of Address

Dear Customer,

This letter is to inform you that on November 1, 2023, My HR Pros will require personal, address changes to be made via our online portal or in person with proper identification. The online portal utilizes multifactor authentication to verify identity, which serves to protect the information of you and all our customers. The majority of customers are already set up on the portal, however, to activate your portal access please visit www.myHRprofessionals.com/ESS. The change of address online remains simple and convenient to use.

The decision to remove the paper employee change form as an option is due to the global concern of identity theft. The U.S. Postal Service has implemented a new policy this year requiring change of address to be made online with multifactor authentication, or in-person with proper identification documents. We believe that it's in the best interest of our customers to follow suit by making sure the security enhancements available are fully utilized.

Sincerely,

Joseph Lyon CEO,

My HR Professionals