

Participant Address Change

For use with the Total Retirement Center (TRC)

About the Participant Address Change Process

This resource provides the steps to change a participant's address on the TRC.

How to Change a Participant's Address

1. Under the **Participant Search** tool on the top of the page select **Last Name** or **SSN** to look up a participant, and then add the **Last Name** or **SSN** in the box to the right of the drop down.

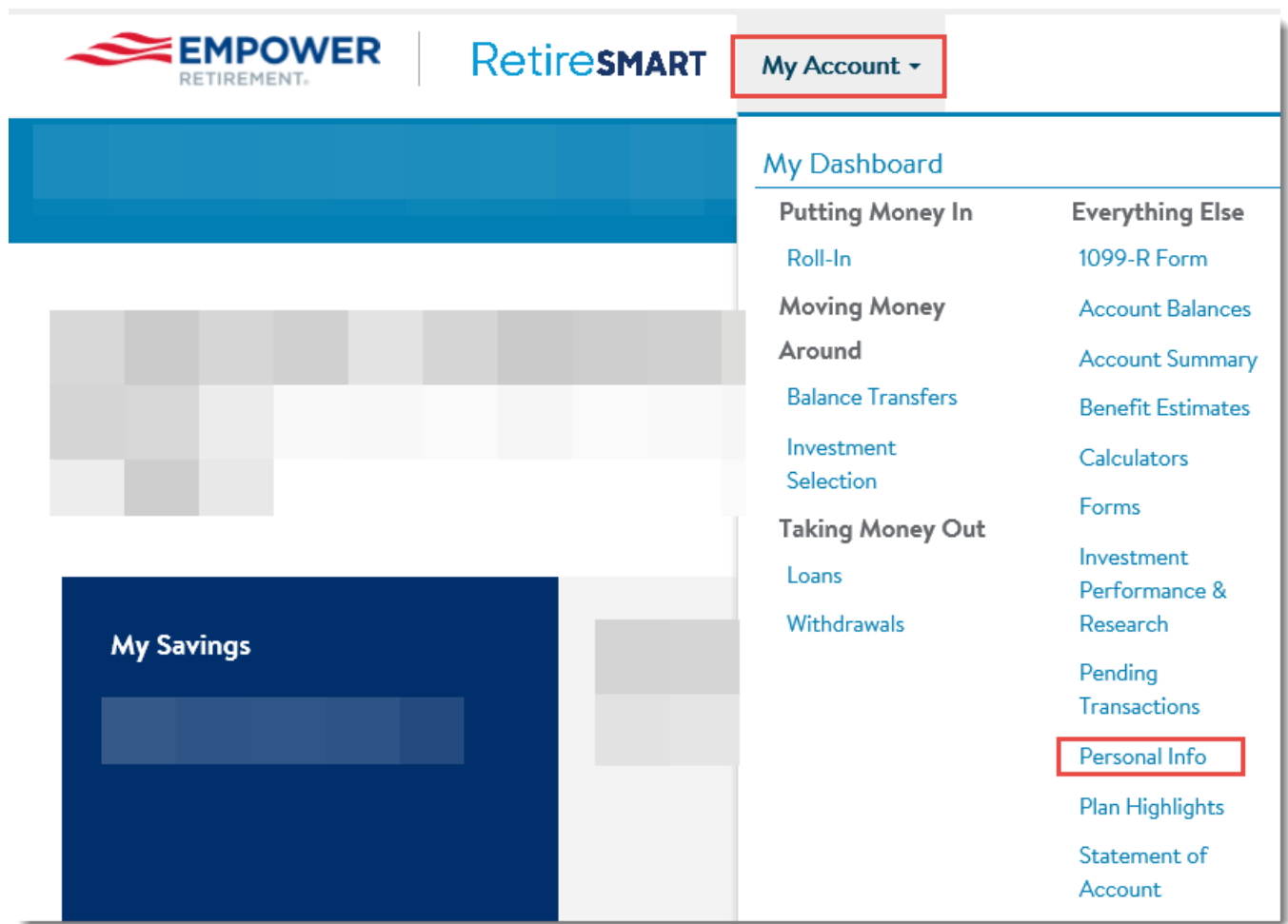


2. Once the information is entered, click the **magnifying glass** button



to pull up the participant's account.

- Once the page loads, you will be on the participant's account. Place your cursor over the **My Account** tab and select **Personal Information** from the dropdown menu.



- Under the **Address** Section, click on the blue hyperlink called **Change Address**.

Address

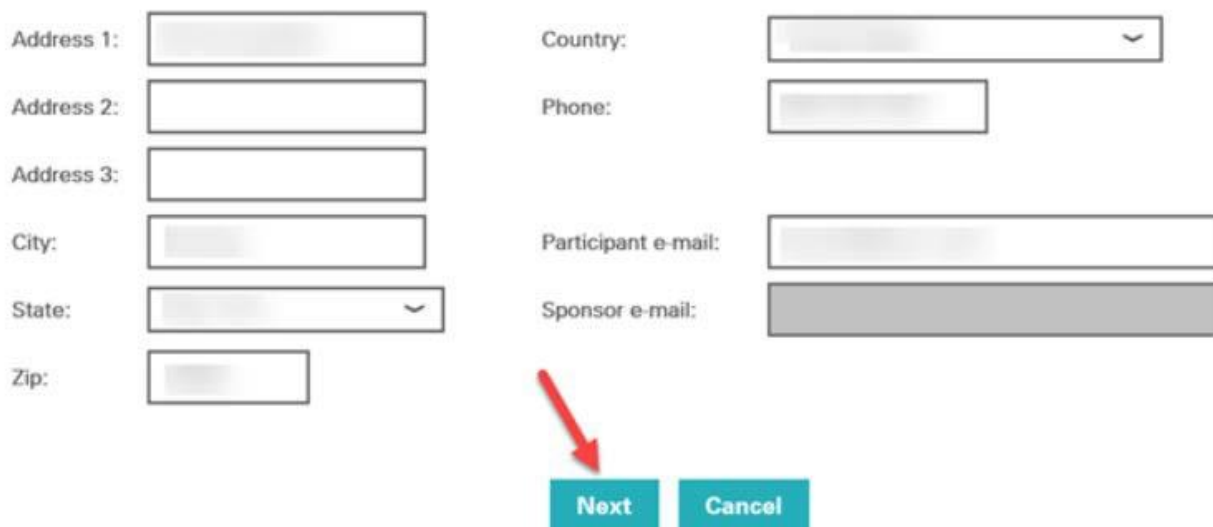
| | |
|-------------------|-----------------|
| MARLA | Country: US |
| | Phone: |
| | Personal Email: |
| NEW YORK NY 10016 | Work Email: |

[change address](#)



5. Enter the new address and click **Next** once complete.

Address Change



Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Country:

Phone:

Participant e-mail:

Sponsor e-mail:

Next **Cancel**

6. Click the **Confirm** button to update the address. The **Change** or **Cancel** buttons can be used to edit or cancel the address change.

To accept, click **Confirm**.

Confirm **Change** **Cancel**

| | |
|--------------------|----------------------------------|
| NEW YORK, NY 10016 | Country: US Phone: E-Mail: |
|--------------------|----------------------------------|

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