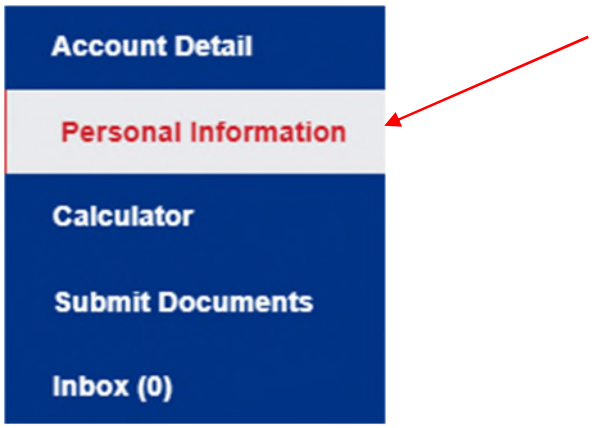
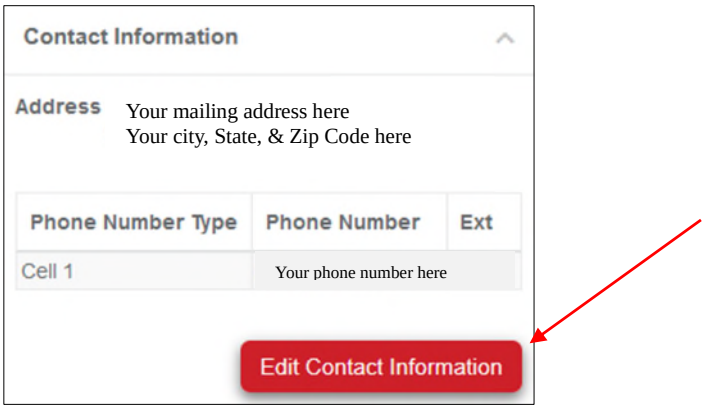
UPDATING YOUR CONTACT INFORMATION

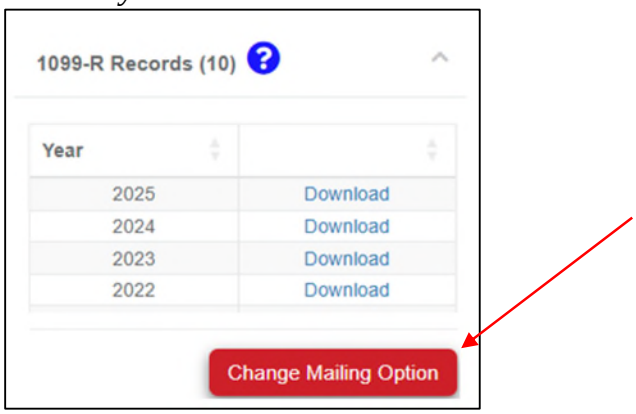
The LOPFI Member Portal provides you with a quick view of your retirement account information and user-friendly access to make contact and personal information updates.

Whether you are active or retired, it is important that you keep your address, telephone number, and email address current. This will allow LOPFI staff to promptly contact you with essential communications. To make changes to your mailing address, select the *Personal Information* option listed in the menu on the left-hand side of the screen.



From this screen you will select the red *Edit Contact Information* button.



Simply update your address and phone number information as needed and select *Save.*

If you prefer to only receive an electronic copy of your 1099-R, you can opt out of the paper mailing by clicking the red *Change Mailing Option* button under the 1099-R Records section on your Account Detail page. When the new screen opens, simply un-check the box next to *Send 1099-R by mail* and then click *Save.*