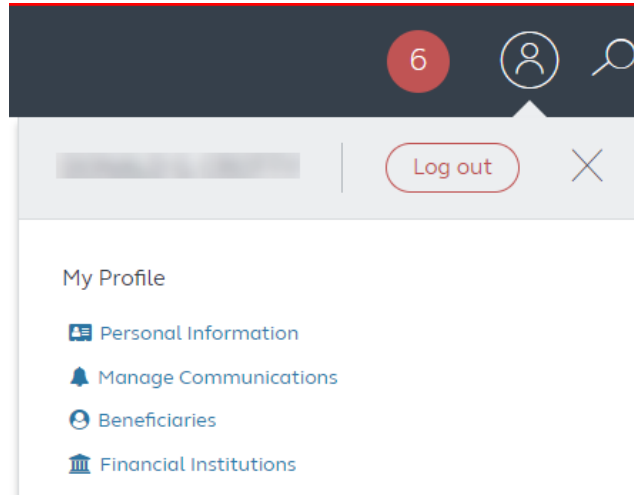


## Making an Online Address Change for Inactive Members

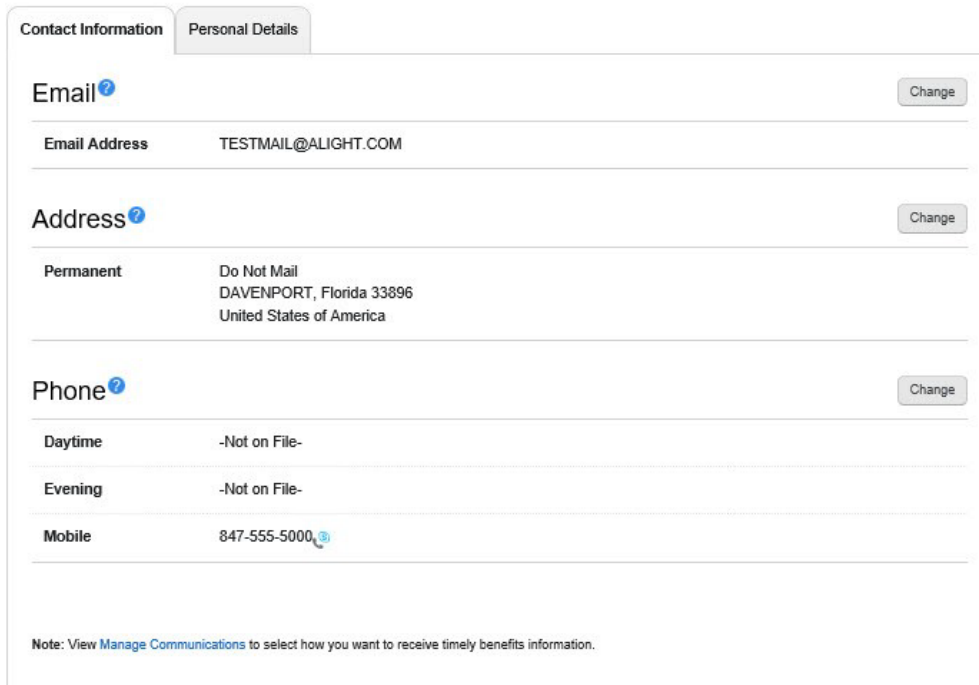
If you are an inactive Investment Plan member and have a termination date on file with Alight Solutions, the FRS Investment Plan Administrator, you can update your address online.

To update your address, log into MyFRS.com<sup>1</sup> then select the “Investment Plan” button, then select the “person” icon in the upper right corner to open “My Profile”, as follows:



Then select “Personal Information” and the following page will be displayed:

### Personal Information

A screenshot of the 'Personal Information' page. The page has two tabs: 'Contact Information' and 'Personal Details'. The 'Personal Details' tab is active. There are three main sections: 'Email', 'Address', and 'Phone'. Each section has a 'Change' button. A red arrow points to the 'Change' button for the 'Address' section. The 'Address' section shows 'Permanent' information: 'Do Not Mail', 'DAVENPORT, Florida 33896', and 'United States of America'. The 'Phone' section shows 'Daytime' as '-Not on File-', 'Evening' as '-Not on File-', and 'Mobile' as '847-555-5000'. A note at the bottom says: 'Note: View Manage Communications to select how you want to receive timely benefits information.'

<sup>1</sup> If this is the first time you are logging onto MyFRS.com, you will use the PIN provided to you in your New Hire Kit. If you have already logged onto MyFRS.com, you will use the new User ID and password you created.

Then select the “Change” link to the right of the Permanent Address and the following page will be displayed:

## Update Postal Address

All fields are required, unless they are noted as optional.

Permanent  Preferred [?](#)

Country  
United States of America

Address Line 1  
Do Not Mail

Address Line 2 (Optional)



City  
DAVENPORT

State  
Florida

Zip Code  
33896

Effective Date (Earliest 02-16-2017)  
April 22 2019

The effective date of your address change is needed because your eligibility for some benefits may be based on your ZIP code.

Save Cancel

The above screen will indicate your current address on file. Enter your new address and select “Save.”

The “Personal Information” page will appear indicating your address change. For your security, a confirmation statement will be mailed within two business days to both your current address on file and the new address you provided.

Any questions regarding changing your address should be directed to Alight Solutions at 1-866-446-9377, Option 4.