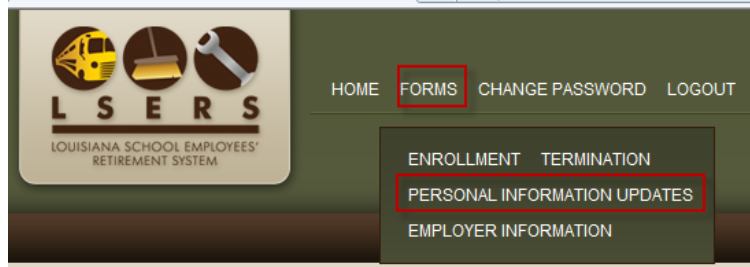


1. Log in to [LSERSWeb](#) and access the online Personal Information form.  
Refer to [LSERSWeb Employer Access](#) and [LSERSWeb Member Access](#) procedures for step-by-step instructions on logging in.
2. Hover your cursor over the word Forms and choose Personal Information Updates.
  - A. The Personal Information Updates form will allow name changes on members who are not in DROP or who are receiving a monthly benefit from LSERS.



- B. If the member is retired or in DROP, a social security card must be sent to LSERS to have the name changed.
3. Complete the online form.
  - A. Enter the Social Security Number
  - B. Enter name change
  - C. Click update to change the name or Reset to refresh the screen.