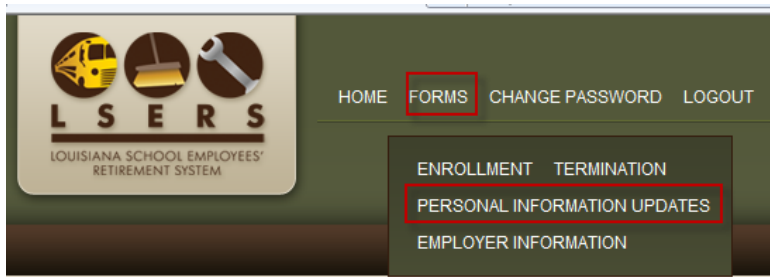


1. Log in to [LSERSWeb](#) and access the online Personal Information form. Refer to [Log in](#) procedures for logging in.
2. Hover your cursor over the word Forms and choose Personal Information Updates. You will only be able to access the online processes you were registered for on your Authorized Employer Contact form.
3. The Personal Information Updates form will only update the home address, email address, and phone numbers of LSERS members. If the member is retired, written notification with member signature is required to update the physical address of their monthly benefit payment.



4. Complete the online form.
 - A. Enter the Social Security Number
 - B. Enter relevant changes
 - C. Click update to change address or Reset to refresh the screen.



The screenshot shows the 'Personal Information Updates' form. The form is divided into 'Current' and 'New Information' sections. The 'Current' section contains fields for Social Security Number, Name, Birth Date, Mailing Address, Mailing Address 2, Mailing City, Mailing State, Mailing ZIP, Home Phone Number, Cell Phone Number, and Email Address. The 'New Information' section contains fields for Name, Birth Date, Mailing Address, Mailing Address 2, Mailing City, Mailing State, Mailing ZIP, Home Phone Number, Cell Phone Number, and Email Address. A red bracket highlights the 'New Information' section. A red circle 'A' is next to the Social Security Number field, a red circle 'B' is next to the 'New Information' section, and a red circle 'C' is next to the 'Update' and 'Reset' buttons. A 'Document Uploads' section is also visible at the bottom.