

# Updating Contact Information

Keeping your email address, mailing address and phone number up-to-date is important so we can quickly and easily contact you if you forget your password or to verify certain online account activity. You'll also be required to participate in two-factor authentication process which will require contact information.

To update your personal information, [click here](#) or follow the steps below:

Email and Phone number updates:

1. Log into your online account
2. Select the profile icon in the top right of the page
3. Select **Personal Information** to update your email address and phone number

Address Updates:

**Active Employee** - If you are still currently employed with the employer that sponsors your plan, please contact your HR or Benefits department to update your home address.

**Inactive Employee** - If you no longer work for the employer that sponsors the plan, and need to update your address, please **Contact Us** and we will work with you to update your contact information.

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