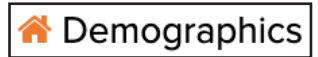




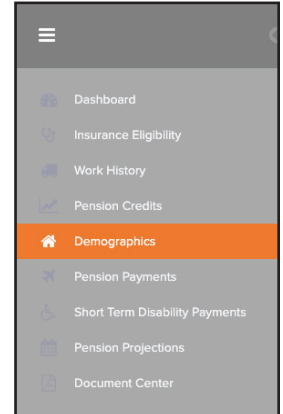
## HOW TO CHANGE YOUR ADDRESS

In Demographics, you can update the address of yourself or any of your dependents. It is essential for you to keep your information up-to-date, so you never miss out on important information about your pension and insurance benefits.



There are two ways to access Demographics:

- By selecting the Demographics icon from the Dashboard.
- By choosing the Demographics options from the side menu.



1. On the Demographics screen, click the pencil icon for the person whose address you want to edit.



2. Make the address changes and click "Update."

Address: \*

800 HILLSDOWNE RD

APARTMENT, SUITE, FLOOR, ETC.

City: \* State: \* ZIP Code: \* Country: \* Phone:

WESTERVILLE OHIO 43081-3302 USA (800) 236-6437

- A pop-up may appear asking for which version of the address you wish to use: the current version or a revised version.

Which address would you like to use?

Current Address:	Revised Address:
800 HILLSDOWNE RD, WESTERVILLE, OH 43081-3302	800 HILLSDOWNE RD, WESTERVILLE, OH 43081-3302

Current Revised

3. Once all address changes are complete, click "Submit Changes."

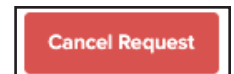
4. A pop-up will to confirm changes. Select "Yes" to submit the changes. You will receive a confirmation email.

Submit Request

Are you ready to submit your changes? No further changes can be made until the review is completed by the fund office.

Yes No

Once your changes are submitted, you will not be able to make any more changes. If you noticed a mistake, you can cancel your submission and redo the submission with the correction.



If you have any question, please contact Ohio Laborers Benefits at [support@ohiolaborers.com](mailto:support@ohiolaborers.com).