

Updating member contact information

What to do

If you receive new addresses from employees who are plan members, submit the addresses when you receive them. This is especially important for employees who are approaching retirement. However, before you submit, please confirm with these employees that they haven't already updated their contact information with us. Please don't wait until your payroll report is due, or until your employees stop working or retire.

Updating contact information

First, sign in to the secure employer website.

For a single member—correct the address on an Update Existing Plan Member Record.

1. Under Employer Reporting click More
2. Under Plan Member Record Electronic Form, click Plan Member Record Electronic Form
3. Under Actions, click Update Existing Plan Member Record

For multiple members—update address information using a report.

1. Under Employer Reporting, click More
2. Under Reporting Instructions, click More

Resources

- For College, MPP, PSPP and TPP: see section 7.5.2 of the *Employer Instruction Manual*
- For WSBC: see section 7.5.1.2 of the *Employer Instruction Manual*

Employer Operations

Message Board

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