



How to Update Personal Information (online)

Log-in to your account at:

[User login | Empower: Saving, investing and advice \(empower-retirement.com\)](https://empower-retirement.com)

From the Dashboard Summary > Select Overview

The screenshot shows the Empower dashboard with the following elements:

- Header:** EMPOWER logo, navigation tabs (Overview, Account, Investing, Planning), language (Español), user initials (TS), and Log out.
- Account Balance:** ABC Company 401K Plan 401(k) Plan, \$25,482.00.
- Performance Metrics:** Rate of return: 1.12% (5/2/2017 - 4/16/2020); Beneficiaries: 1 (primary); Your YTD contributions: \$3,406.00; Last transaction: Payroll Contribution.
- Retirement Progress:** "In retirement starting 2050" with a donut chart showing 66% of the goal. Estimated monthly income: \$2,241.
- Income Breakdown:** My savings: \$838; Employer contributions: \$361; Social Security: \$1,042; Other assets: \$0; Income gap: \$1,165.
- Right Side Menu:** "I want to..." with options: View statements and documents, Upload a document, View/edit beneficiary information, Update personal information, Enroll in My Total Retirement, More...; "Insights" section with a person icon.

From Right Side Menu > Select Update My Personal Information

This screenshot is identical to the previous one, but the "Update personal information" option in the "I want to..." menu is highlighted in yellow, indicating the user's selection.

Follow the Instructions to Edit Your Profile > Click Save

Profile and settings

Settings Profile

Household

PERSON	DATE OF BIRTH	RELATIONSHIP TO TAYLOR	
Taylor R. Smith	12/29/1989	Self	Edit

[Add Household Member](#)

Personal contact information

[Edit](#)

Toggle to Settings > Select Preferred Communication

Profile and settings

Settings Profile

Account documents

[Edit](#)

Tell us how you'd like to receive confirmations, notices, prospectuses and statements.

COMMUNICATION PREFERENCE	PLAN
Mail	Sample Company 401(k) Savings Plan
E-delivery	Sample Company Pension Plan
E-delivery	Sample Company Non-qualified Plan

Preferences

Security

All changes require an overnight cycle to appear online and will be processed as soon as administratively feasible in accordance with your plan provisions.

Read Summary Plan Description (located in Forms) for more information.