

Making an Online Address Change for Inactive Members

If you are an inactive Investment Plan member and have a termination date on file with Aon Hewitt, the FRS Investment Plan Administrator, you can update your address online.

To update your address, log into MyFRS.com¹ then select “Manage Investment,” then “Personal Information.” The following “Personal Information” page will be displayed:

Personal Information

About You	Incorrect?
Name	Jane A. Doe000240032
Birth Date	10-31-1958
Zip Code	54949
Email Addresses	Change
Email Address -- Not on File --	
Mailing Addresses	Change
Permanent Address Do Not Mail MANAWA WI 54949 United States of America	
Phone Numbers	Change
Mobile Phone Number -- Not on File --	
Daytime Phone -- Not on File --	
Evening Phone -- Not on File --	



On the above screen, select the “Change” link to the right of the Permanent Address and the following page will be displayed:

¹ If this is the first time you are logging onto MyFRS.com, you will use the PIN provided to you in your New Hire Kit. If you have already logged onto MyFRS.com, you will use the new User ID and password you created.

Change Mailing Addresses

Permanent Address	
Country	United States of America Change
Address	<input type="text" value="Do Not Mail"/> <input type="text"/>
City	<input type="text" value="MANAWA"/>
State	<input type="text" value="Wisconsin"/>
Zip Code	<input type="text" value="54949"/>
Effective Date	Enter the effective date for this address. <input type="text" value="03-20-2012"/>  (mm-dd-yyyy) (Earliest 02-11-2011)

 The effective date of your address change is needed because your eligibility for some benefits may be based on your ZIP code.



The above screen will indicate your current address on file. Enter your new address and select “Save and Return.”

The “Personal Information” page will appear indicating your address change. For your security, a confirmation statement will be mailed within two business days to both your current address on file and the new address you provided.

Any questions regarding changing your address should be directed to Aon Hewitt at 1-866-446-9377, Option 4.