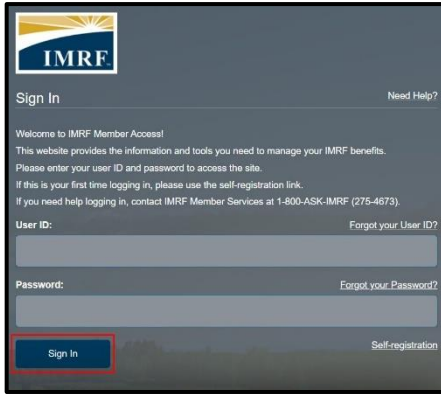


How to Update your Communications Preferences to Electronic in Member Access



Sign In Need Help?

Welcome to IMRF Member Access!
This website provides the information and tools you need to manage your IMRF benefits.
Please enter your user ID and password to access the site.
If this is your first time logging in, please use the self-registration link.
If you need help logging in, contact IMRF Member Services at 1-800-ASK-IMRF (275-4673).

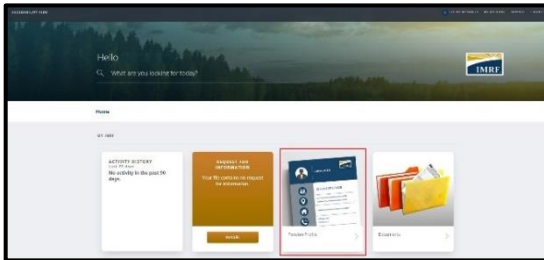
User ID: Forgot your User ID?

Password: Forgot your Password?

Sign In Self-registration

1. In your web browser, go to:
<https://member.imrf.org>.

Enter your *User ID* and *Password*, then click **Sign In**.



Hello
What are you looking for today?

Home

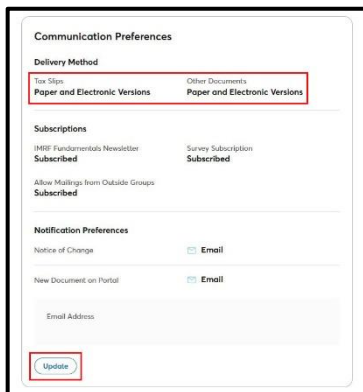
ACTIVITY HISTORY
See what you've done in the past 90 days.

Document Center
View and download your documents.

My Profile
Update your profile information.

My Documents
View and download your documents.

2. From the Member Access homepage, click **Pension Profile** to open the widget.



Communication Preferences

Delivery Method

Tax Slips **Other Documents**

Paper and Electronic Versions **Paper and Electronic Versions**

Subscriptions

IMRF Fundamentals Newsletter **Subscribed** Survey Subscription **Subscribed**

Allow Mailings from Outside Groups **Subscribed**

Notification Preferences

Notice of Change ☒ Email

New Document on Portal ☒ Email

Email Address

Update

3. Under the *Basic Personal Information* section, scroll down to *Communication Preferences*.

Under Delivery Method, look under the *Tax Slips* column and *Other Documents* column. If either of them read: **Paper and Electronic Versions**, then you are receiving paper communications for that category.

To update to electronic versions only, click **Update** to begin the process.

4. Under the *Tax Forms* column, click the dropdown arrow on the right and change your delivery method to **Electronic Version Only**.

Repeat this step for the *Other Documents* column. Once completed, click **Next**.

5. Verify that both the *Tax Forms* and the *Other Documents* columns read **Electronic version only**. If they do, then click **Confirm**.

6. You will receive a *Confirmation* message on screen that your communication preferences have been updated.

A confirmation email will also be sent to the email affiliated with your account.