



**BITESIZE GUIDE**

## Updating your email address



Making it easier for you to

# UPDATE YOUR EMAIL ADDRESS

Keeping you up to date with the latest information about your Citi pension – like how your money is growing and where you can invest it – is important, as it helps to ensure you get the most from it. One of the main ways that we communicate about your Citi pension is by email, so it's essential that we have the most up to date contact details for you.

### Here's how you can update your email address:

- 1** Visit **MyCitiPension** and log in  
Having problems logging in? [Read our guide](#)
- 2** Click on **My Details > My Contact Details** in the top menu bar
- 3** Click **'Edit'** at the bottom right-hand side of the Contact Details page
- 4** You can now input your new email address (you can also update your mobile and home telephone number here)

Please note, if you're a current Citi employee, your work email address and home mailing address are automatically inputted from Citi's HR system. So, if you wish to update your home mailing address you will need to update it via the HR system and this will automatically feed through to MyCitiPension. You can input your home email address directly into MyCitiPension and select it as your preferred contact method, if you wish.

**Remember, it's your money.** Make sure we have the right details so we can keep you up to date.