



# Changing your information with Empower

## Address change

### Active participants who are currently contributing

Contact your employer to notify them of your new address. If your employer remits contributions by payroll file upload, your new address should automatically update. Your employer may also update your address through the Plan Service Center (PSC).

You may also change your address by completing a *Personal Information Change Request* form. To obtain the form, call the Participant Services Center at 877.457.6263 or log in to your account at [www.southcarolinadcp.com](http://www.southcarolinadcp.com) to download the form. After you log in, select your plan, then click on *Plan forms* in the menu on the left. Note the form must be notarized or signed by an authorized Plan Administrator.

### Active participants who are not currently contributing

Your employer may update your address through the PSC.

You may also change your address by completing a *Personal Information Change Request* form. To obtain the form, call the Participant Services Center at 877.457.6263 or log in to your account at [www.southcarolinadcp.com](http://www.southcarolinadcp.com) to download the form. After you log in, select your plan, then click on *Plan forms* in the menu on the left. Note the form must be notarized or signed by an authorized Plan Administrator.

### Terminated participants

You may call the Participant Services Center at 877.457.6263 to report the update. For security reasons, a multi-factor authentication may be required.

You may also update your address by logging in to your account at [www.southcarolinadcp.com](http://www.southcarolinadcp.com). Click on your name in the upper right-hand corner to go to the page where you can update your address.

## Name change

### Active or terminated participants

You may change your name by completing a *Personal Information Change Request* form. To obtain the form, call the Participant Services Center at 877.457.6263 or log in to your account at [www.southcarolinadcp.com](http://www.southcarolinadcp.com) to download the form. After you log in, select your plan, then click on *Plan forms* in the menu on the left. Note the form must be notarized or signed by an authorized Plan Administrator, and you must submit supporting documentation with the form.