



Step-by-step plan

Notify J&J Pension Fund OFP of your personal email address

As you are getting a new pension scheme, it is particularly important that we have your correct contact details. Much of the communication about pensions, your new pension scheme and what it means for you will take place digitally. This is cheaper, more efficient and more sustainable.

Please notify us of your personal email address

That way, we can reach you properly and you will not miss important information about your pension, also when you switch jobs or retire. How to let us know your personal email address is shown below in 6 quick steps.

1



Click on *My Pension* at the top right of the website of J&J Pension Fund OFP.

My pension →

2



Log in securely using your username and password. If you do not yet have an account, create a new account using your membership number.
Instructions on how to create an account can be found in the 'Create account' drop-down menu on the 'Provide Email Address' page. The MFA manual can also be found here.

Account aanmaken →

3



When logged in to *My Pension*, go to:
Provide/change email address and phone number.

4



Type your personal email address in the email address 'bar', or check that the registered personal email address is still correct. If we have your personal email address, we will always be able to reach you, also if you switch jobs or retire.

5



Click the blue **'Send'** button at the bottom right to confirm your email address.

6



Tick the preference for digital mail if you don't want to miss any communication about your pension.

When logged in to *My Pension*, click on the **'Prefer digital mail'** button under the **'Submit changes'** heading. Then tick the box and click the blue **'Send'** button.