

ACCESSING ANNUITANT EXPRESS

On Annuitant Express, you can update your annuity account to change your mailing address, modify your direct deposit account and routing numbers, change Federal and state tax withholdings, and view and print your monthly annuity statements and annual Form 1099-R.

At retirement, the Office of Personnel Management (OPM) should have mailed you a password to access Annuitant Express. This is not the same account or log-in information that you used as an active employee.

If you did not receive your password or if you forget your password or log-in ID, go to the log-in screen of www.employeeexpress.gov and click on "Forgot login ID or password?" Follow the prompts to request a new password or log-in ID from OPM. Your mailing address must match the address on record with State's Retirement Accounts Division (RAD) in Charleston. For annuitants with an email address on file with RAD, OPM can email a temporary password and log-in. Your email address must match the one on record with RAD.

To log into Annuitant Express, go to www.employeeexpress.gov.

Enter your Social Security number as your log-in ID and the password you received from OPM. (You can change your password the first time you log in.) When asked to identify your agency, select "Foreign Service Annuitants" not "Department of State" or any other foreign affairs agency.

Reemployed annuitants (REA, formerly known as WAE) have two separate accounts to access annuity information and active (reemployed annuitant) salary information. Select "Department of State" to access Earnings & Leave Statements. Reemployed annuitants may request a password be sent via email if they have an email address ending in ".gov." This password allows access to your Earnings & Leave Statements, but not your monthly Annuity Statements.

Annuitants needing assistance using Annuitant Express should contact the Employee Express Help Desk by sending a detailed email message to EEXHelp@opm.gov with the following information: Your name (last, first, middle); your affiliation ("Foreign Service Annuitant"); your daytime phone number; and a detailed description of your problem.

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