

Montgomery County

Risk Management Department

501 North Thompson, Suite 202

Conroe, TX 77301

Phone: 936-760-6935

Address Change - Benefits Only

Instructions: Log into the Benefits/Enrollment Link to update your address.

1. Access your account at <https://boonchapman.benselect.com/enroll>
2. Login Username: Social Security Number
PIN: Last 4 of social security number + Last 2 of birth year
3. Once logged in you will click on the You & Your Family drop down and select Life Events. From here you will select the change address option and complete the change.

Note - You will be required to update the following areas using the appropriate forms or websites to complete the address change process:

Department Head/Supervisor or Administrator – Update Contact Information

Human Resources Department – Go to the Montgomery County Website www.mctx.org click “Employees Only – Intranet” then click “Human Resources” and fill out the Employee Personal Data Form

Texas County & District Retirement System – Sign into your account at www.tcdrs.org and complete your address change online or call 1-800-823-7782

TransAmerica Retirement Solutions – Optional I.R.S. Section 457 Deferred Compensation Plan. Sign into your account at www.my.trsuretire.com or active participants call 1-800-755-5801.