

## ACCESSING ANNUITANT EXPRESS

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

At retirement, your Employee Express account transitions to Annuitant Express (while retaining the same Internet address, [www.employeexpress.gov](http://www.employeexpress.gov)). Non-State Department retirees who did not have an Employee Express account while on active duty will be issued one. Once logged in, State Department retirees will see a drop-down menu in the upper right where you can toggle from your active duty account to your Foreign Service Annuitant account. Retirees who cannot, or choose not to, utilize Annuitant Express can update their annuity account or obtain related information by emailing [PayHelp@state.gov](mailto:PayHelp@state.gov).

For many years, all new FS retirees were mailed a new password by the Office of Personnel Management (OPM). Although existing State Department guidance still cites that procedure, retiring State Department FS members in the past year have told AFSA that no new password was sent and that they accessed Annuitant Express using their prior Employee Express password. Retiring USAID FS members report to AFSA that OPM does still send them a password (the process is likely the same for retiring FAS and FCS members). AFSA has asked the State Department to clarify this but has not received a reply by the deadline for this directory. If AFSA learns more, we will inform members via the bi-monthly AFSA Retirement Newsletter.

If you do not know your Login ID and/or password, please go to the log-in screen of [www.employeexpress.gov](http://www.employeexpress.gov) and click on “Forgot login ID or password?” Follow the prompts to request a new password or log-in ID from OPM. State Department guidance says that 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. Annuitants needing assistance using Annuitant Express may send an email to OPM at [EEXHelp@opm.gov](mailto:EEXHelp@opm.gov) giving your full name, your affiliation (“Foreign Service Annuitant,” not your former agency), your daytime phone number, and a description of your problem. If none of that works, email State’s Retirement Accounts Division at [PayHelp@state.gov](mailto:PayHelp@state.gov).

State Department reemployed annuitants (REA, formerly known as WAE) can access both their annuity information and their active (reemployed annuitant) salary information on the same Employee Express site. In the drop-down menu in the upper right, select “Department of State” to access Earnings & Leave Statements and “Foreign Service Annuitant” to access annuity records. Reemployed annuitants may request a password be sent via email if they have an email address ending in “gov.”