



This checklist outlines some important and time-sensitive things to keep in mind to ensure you are **Always a LAPP Ahead!**

## Maximize your LAPP pension (0-60 days after joining LAPP)

Explore ways to buy or transfer service into LAPP. The sooner in your career you purchase service through a buyback, the less expensive it may be. Contact us if any of the following apply to you:

- Purchase prior service or a probationary service period with another employer**  
Read more at [LAPP.ca/BuyingPriorService](https://lapp.ca/BuyingPriorService).
- Transfer service you earned with another Canadian pension plan**  
See a list of eligible plans at [LAPP.ca/TransfersIntoLAPP](https://lapp.ca/TransfersIntoLAPP).
- Are you already paying for a buyback arranged with your previous LAPP employer?**  
Contact us to see if your timelines are affected.

## Receive your LAPP Welcome Package (30-90 days after joining LAPP)

- Complete & return the forms inside**
- Check out your LAPP Member Handbook & write your Member ID on the inside cover**
- Register for the password-protected area at LAPP.ca & confirm your personal information**  
Click the log in button on the top right at [LAPP.ca](https://lapp.ca) and use the Member ID from your welcome package to register.

### Stay in touch! Contact us if:

- you have a change in **relationship** status,
- you have or will take a **leave** from work,
- your **employment changes**, and
- you want to **retire**, of course!

**Log in at LAPP.ca to view and update your address, contact information, beneficiaries and more!**

## Questions? Want more information?

Online: [LAPP.ca](https://lapp.ca)  
Member Services Centre: 1-877-649-5277

**Secure Messages:** Request information/services or send us pension documents. You can access Secure Messages after logging in to Your Pension Profile on [LAPP.ca](https://lapp.ca).