

# LAPP Onboarding Checklist

This checklist outlines some important and time-sensitive things to keep in mind to ensure you are getting the most out of your plan!

## What to do within the next 60 days

- Check out your LAPP Active Legacy Member Handbook & write your Member ID on the inside cover. This handbook contains important information about the special rules that apply to you as an Active Legacy Member.
- Register for Your Pension Profile at [lapp.ca](http://lapp.ca) & confirm your personal information. Click the log in button on the top right at [lapp.ca](http://lapp.ca) and use the Member ID from your welcome package to register.
- Once you have signed up for Your Pension Profile, please provide your beneficiaries and pension partner information online. Alternatively, you can complete the attached forms and send them to us electronically through Document Centre, in Your Pension Profile. Or you can mail them to the address on the forms.



Visit [lapp.ca](http://lapp.ca) and sign up for Your Pension Profile.

**Explore ways to buy or transfer service into LAPP.** Buying back service fills gaps from unpaid time off or prior service. This can lead to a larger pension and potentially allow for earlier retirement with an unreduced pension.

- Purchase prior service with another LAPP employer.
- Transfer service you earned with another Canadian pension plan.

If you purchase prior service for a period on or after January 1, 2025, you'll receive additional Legacy ATA Plan Benefits. To learn more about Legacy ATA Plan Benefits, refer to your Active Legacy Member Handbook. For periods of prior service before January 1, 2025, your purchase will provide regular LAPP benefits. Similarly, transferring service you earned under another pension plan into LAPP will also provide regular LAPP benefits. To learn more about regular LAPP benefits, visit [lapp.ca](http://lapp.ca).

## We're here to help!

-  **Education sessions** - keep an eye out for education sessions for Active Legacy Members starting in November or visit [lapp.ca/webinar](http://lapp.ca/webinar) to view other webinar topics to learn more about your Plan. Sessions are free!
-  **One-on-one sessions available** - If you would like to discuss your LAPP pension with a representative, reach out and we can set up a one-on-one session.
-  **Member Services Centre** - For all inquiries related to your LAPP membership, contact our Member Services Centre at 1-877-649-5277 (LAPP) or via secure online messaging.
-  **Stay in touch** - Follow LAPP on social media on Instagram, Facebook and LinkedIn.