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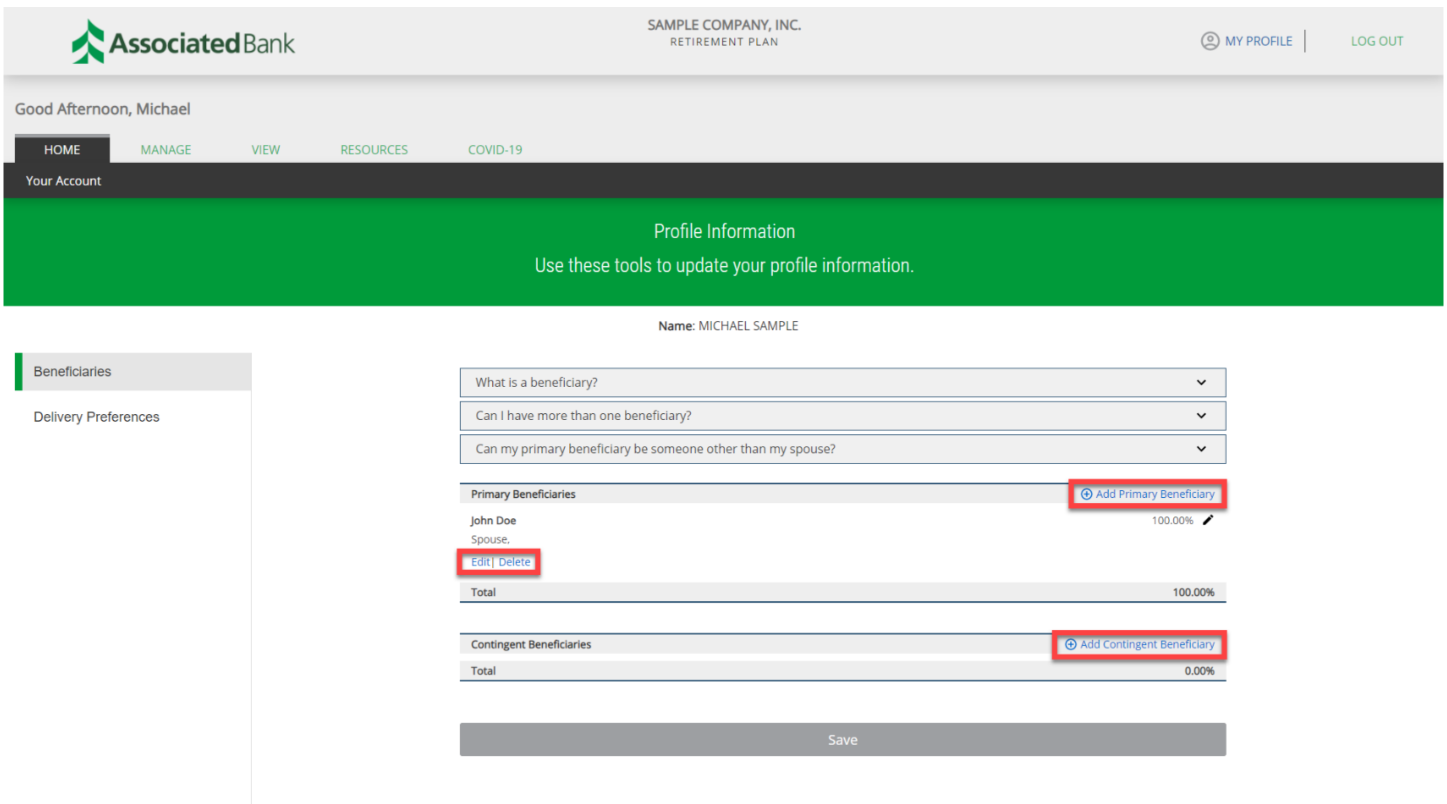
CREATE OR EDIT BENEFICIARY DESIGNATIONS

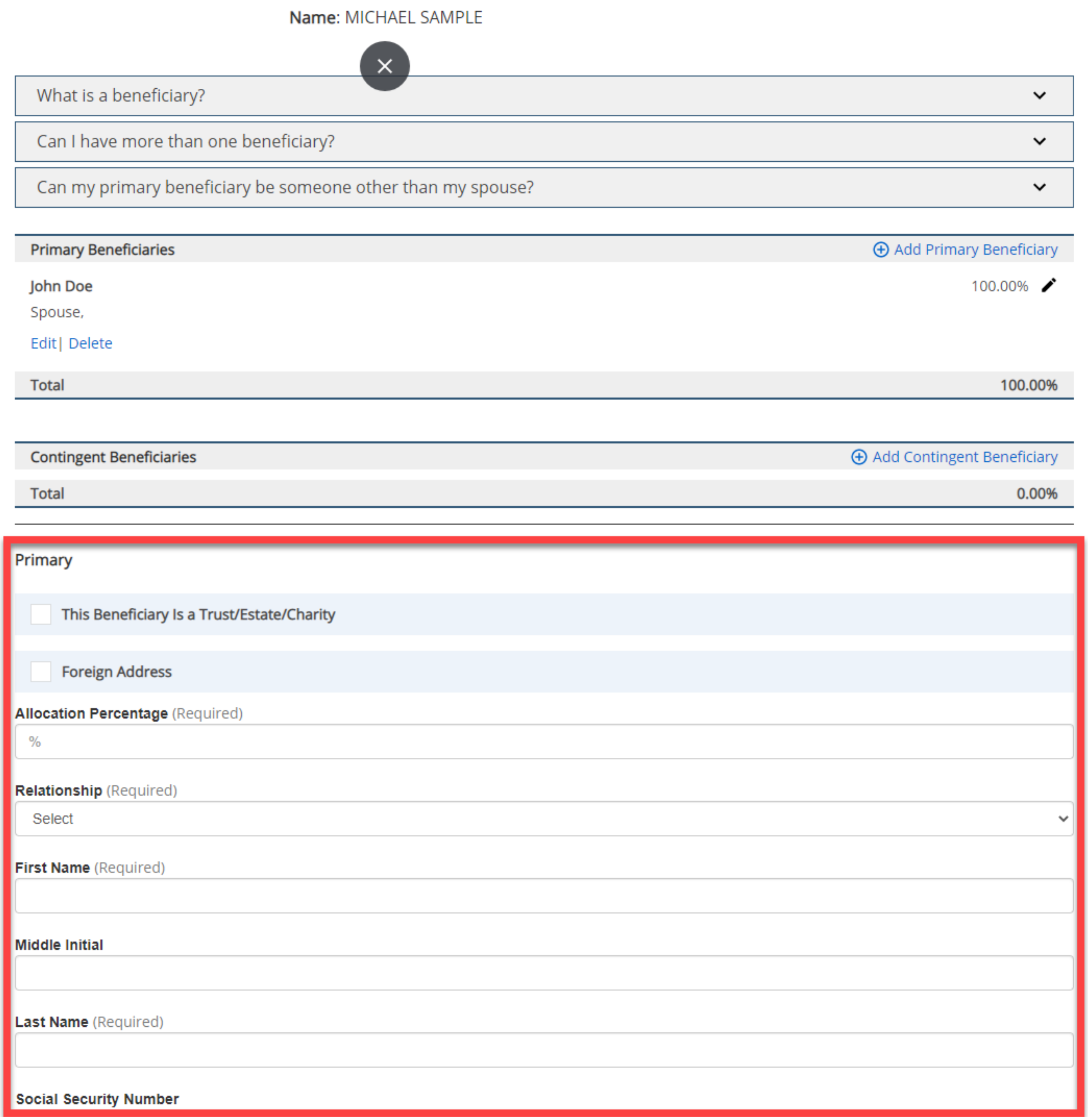
To add, change, or remove your primary and contingent beneficiaries for your retirement plan, click on the My Profile icon. This will automatically populate the Beneficiaries page where you will be able to enter and edit beneficiary information.

If you are married and are designating someone other than your spouse as your primary beneficiary, your spouse must consent in writing for this designation to be valid. Instructions for accessing a Beneficiary form are at the end of this document.

To add or edit your primary or contingent beneficiary information, click on the icon for the item you wish to add or edit.

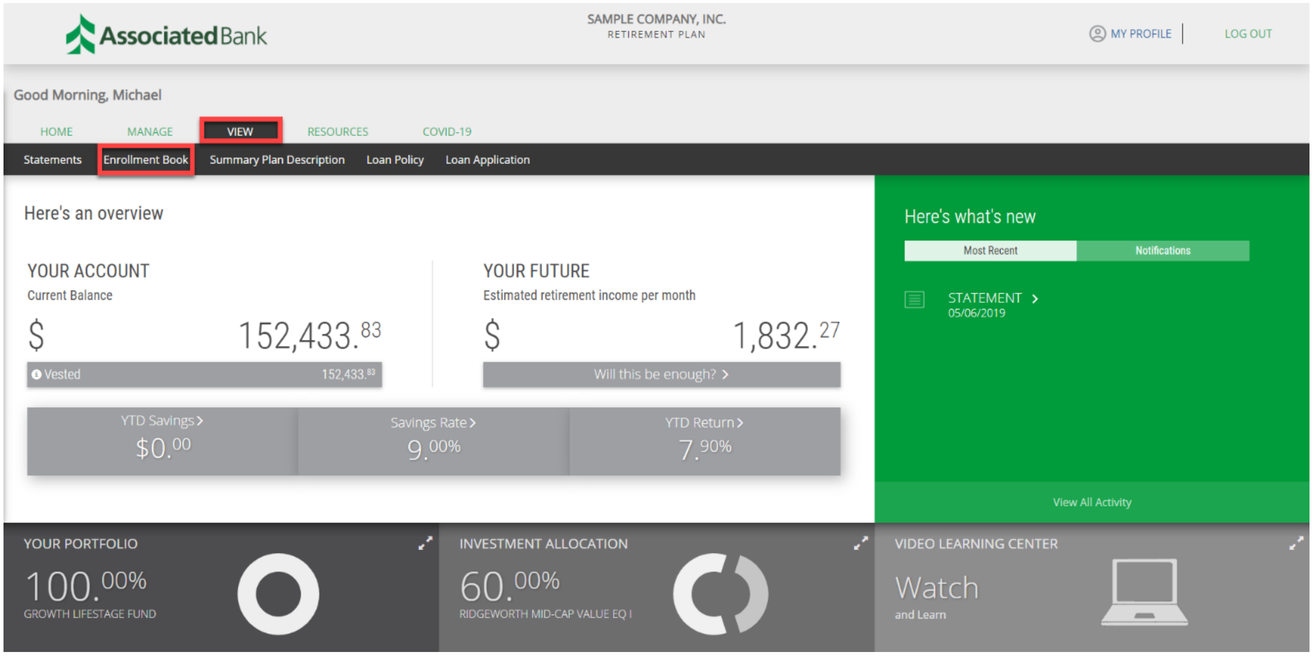


A screen will appear that will enable you to add or edit your beneficiary information. Enter percentages in whole numbers. Note: Percentages for primary and contingent beneficiaries must total 100%. The maximum number of primary and contingent beneficiary is 100. The screen shot below is to "Add Primary Beneficiary." A similar screen will appear for contingent beneficiaries or editing beneficiary information.

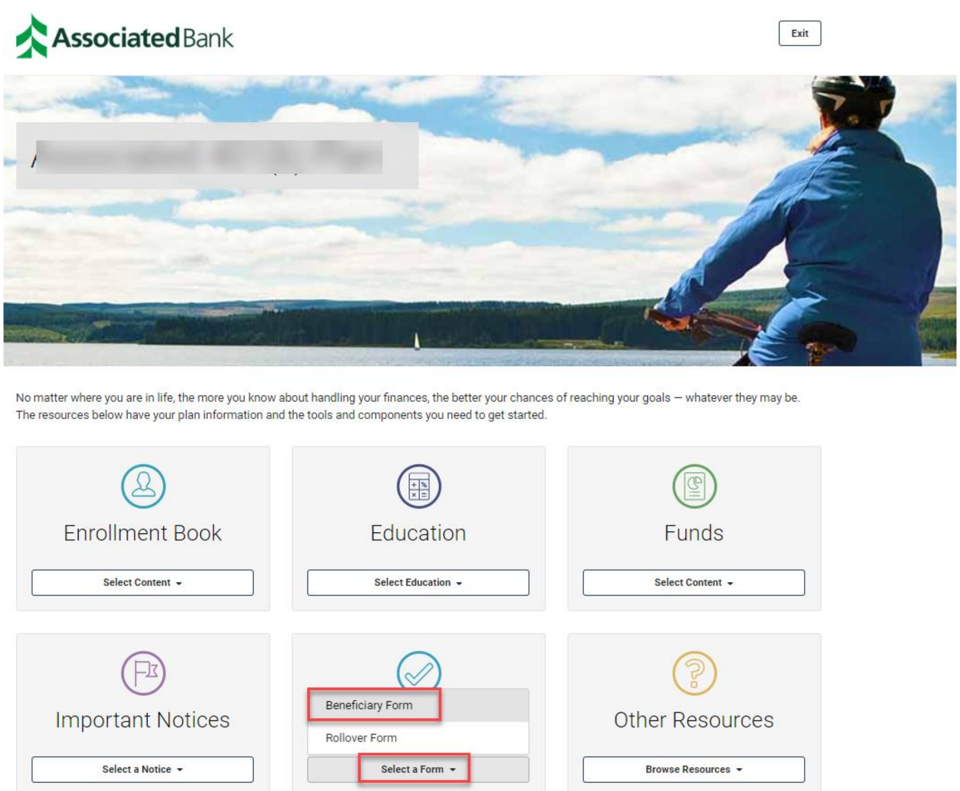


Once you've created/edited your beneficiary information, click Save to save your changes.

To add a primary beneficiary other than your spouse, you will need to download a Beneficiary form. To access a Beneficiary form, place your cursor over the View tab and click on Enrollment Book in the menu below.



An enrollment book window will open. Click on forms to download and print a copy of the Beneficiary form. Complete this form and return this completed form to your HR or Benefits representative.



NOTE: An email or paper confirmation will be generated depending on the mail confirm election.

If you have any questions, please call our Customer Care team at 800-431-4649.

Contact Us

Call our Midwest-based Customer Care Center at 800-431-4649

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