

Updating Beneficiaries for 401k

- 1. Log in or register an account with Empower at: <u>https://participant.empower-retirement.com/participant</u>
- 2. Navigate in the top menu to Account > Account Overview.

Overview 🗸	<u>Account</u> ∨	Investing 🗸	Planning ∽
	Overview		

3. Select the 3. Beneficiaries option from the below menu off to the left

Home / Account / Beneficiaries		
ACCOUNT INFORMATION Account overview		
Balance		
Rate of return		
Transaction history		
Statements and documents		
Beneficiaries		
Manage bank accounts		
Upload documents		

4. Click on Add Another Beneficiary





5. You will then be prompted with the following questions to designate beneficiary details. Click Continue when completed.

Add a beneficiary						
12	Are you married?		Ye	Yes No		
=	Beneficiary type			Contingent	Primary	
Ø	My beneficiary is		Oth	er	•	
12	Other					
	FIRST	MIDDLE	LAST		SUFFIX	
	Jane	D	Doe			
	DATE OF BIRTH MM/DD/YYYY	SOCIAL SECURITY NUMBER		PHONE NUMBER	2	
	••/••/1990	•••-9876		(999) 999-999	(999) 999-9999	
	Use my address for this benef	ficiary.				
] Delete th	is beneficiary					
Cancel					Continue	

6. If you want to add any more beneficiaries, click on Add Another Beneficiary. Otherwise when completely finished, click Confirm and Continue to solidify this information.

My Beneficiaries					
Your Primary Information					
NAME	TYPE	ALLOCATION			
Jane D Doe	<u>Other</u>	100 %			
Add Another Beneficiary		Confirm & Continue			



7. You will receive a confirmation page when this has been successfully updated.

Beneficiaries			
CONFIRMATION #: MARITAL STATUS:	1572715877 Unmarried		
Primary Beneficiaries			
NAME:	Jane D Doe		
ALLOCATION:	100%		
RELATIONSHIP:	Other		
SSN:	•••-9876		
DATE OF BIRTH:	••/••/1990		
PHONE NUMBER:	(999) 999-9999		
ADDRESS:	3305 Hwy 60 W Faribault, Minnesota, United States, 55021		
	View Beneficiaries		