

## How To Create/Update A Beneficiary Designation

Follow these easy steps to make your beneficiary election:

**Step 1:** Log on to [www.netbenefits.com](http://www.netbenefits.com)

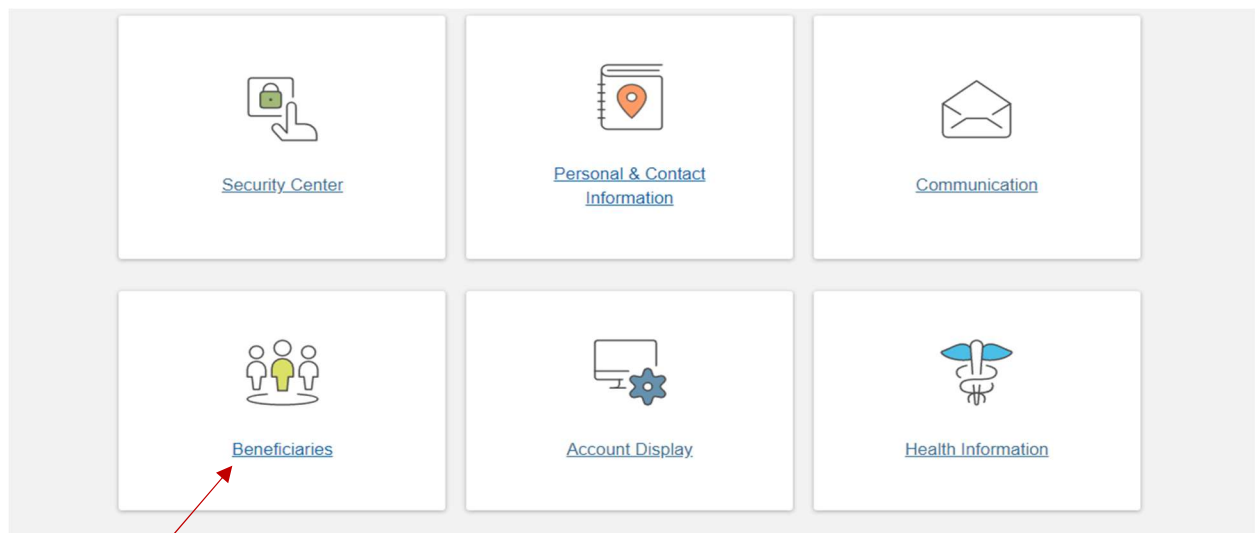
**Step 2:** Go to *Profile* at the top of the *Home page*



**Step 3:** Click on the *Beneficiaries* option

\*See Step 4 to add a new beneficiary.

\*See Step 5 to update or edit your current beneficiary.



**Step 4:** If you do not have a beneficiary on file, you will need to create a record, click on the *Get Started* button and follow the step-by-step instructions.

**Step 5:** If you currently have a beneficiary listed, click the EDIT button to add or update existing beneficiary information.

**Step 6:** Once the entries are complete, select "*Save and apply as primary beneficiary to eligible listed plans*" at the bottom of the screen.

**\*Please note that all life insurance components must have the same beneficiary.\***