

# Adding or Changing Beneficiary Information

 [Show Me How to Update My Beneficiaries](#)

Keeping up-to-date beneficiary information on all of your accounts is easy to do and only takes a few minutes online. Most importantly, you can feel confident that your loved ones will receive the assets you intend for them to have.

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## Adding and Updating Beneficiary Information

To update your beneficiary information, [click here](#) or follow the steps below:

1. Log into your account
2. Hover over the **Managed My Account** menu and select **View/Update Beneficiaries\***
3. Complete the required fields and either click **Add** to include additional beneficiaries or click **Save** once you have completed your elections.

**Tip:** Do not use any special characters while completing the online fields. This includes % when indicating the percentage for each beneficiary. e.g. - If you have 2 beneficiaries you would like to name to split the proceeds of your account 50% each please just enter 50 in the Beneficiary percent field.

**Beneficiary percent \***

\*If you do not have the View/Update Beneficiaries option within the Manage My Account menu, your plan may not allow for online beneficiary designations. In this case, please see your Human Resources department to inquire about updating your beneficiary.

If you name a beneficiary that is someone other than a spouse, you will receive an email requesting completion of a spousal consent form. The email will come after your changes are submitted. If you are not married, you will be able to indicate this on the form.

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