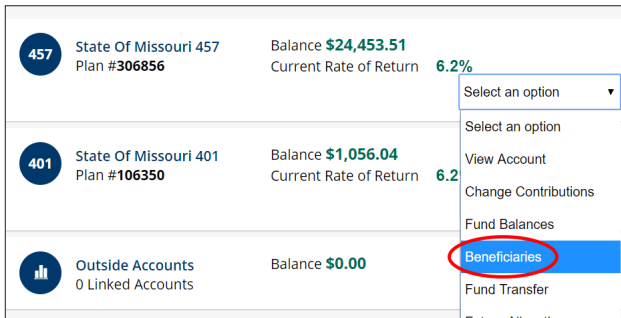


HOW TO UPDATE YOUR BENEFICIARY(IES)

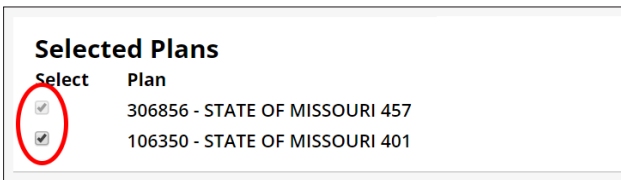


Follow these steps to add and update your beneficiary(ies).

- 1 Log in to **Account Access** by visiting www.modeferredcomp.org or through the **ESS Portal**.
- 2 Select **Beneficiaries** from the drop down box in the middle of the page.



- 3 Click the **Update Beneficiaries** button to add or change your designations.
- 4 Select which account(s) you would like to add or update beneficiaries. You can designate different beneficiaries for your 401(a) and 457(b) accounts, if applicable. If you would like to have the same beneficiary(ies) for both accounts, check both account boxes. Click the **Next** button in the bottom right-hand corner to continue.



IMPORTANT: If you do not have a 401(a) account, you will not see this option.

- 5 Enter your primary and/or contingent beneficiary(ies) information, including his or her name, SSN, relation to you, date of birth, and the percentage of your assets you wish for them to receive.¹

IMPORTANT: If you are married and you have designated someone other than your spouse as a beneficiary on or after September 1, 2011, you must have your spouse fill out the spousal consent section of the *Designation of Beneficiary* form.

Click the **Add Another** button under each beneficiary type if you would like to add multiple beneficiaries. If you designate multiple beneficiaries, their combined percentages must add up to 100% using only whole numbers.

When you are finished adding both primary and contingent beneficiaries, click the **Next** button.

Primary				
NAME*	SSN	RELATION*	DATE OF BIRTH	PERCENT*
<input type="text"/>	<input type="text"/>	Other	<input type="text"/>	<input type="text"/> %
Total				100%
* Required Field				
Add Another				
Contingent				
NAME*	SSN	RELATION*	DATE OF BIRTH	PERCENT*
<input type="text"/>	<input type="text"/>	Other	<input type="text"/>	<input type="text"/> %
Total				100%
* Required Field				
Add Another				

¹ Social Security numbers and birth dates are NOT required but it is highly recommended to add this information to your account.

- 6 Click **Submit** if the information is correct on the confirmation page. If you need to make additional changes, select the **Previous** button.
- 7 You will receive an email confirming the beneficiary change request, if you have an email address on file.