# How to Update Your Beneficiary Information *in Account Access*

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Retirement Savings, Simplified

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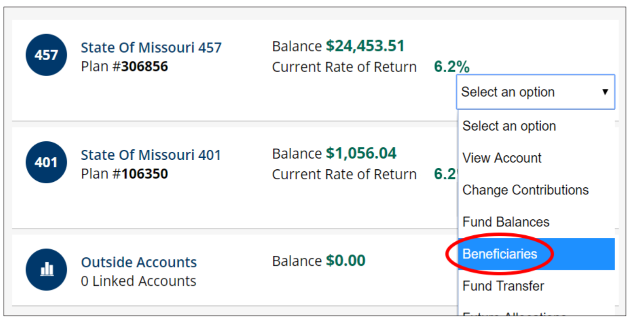
Saving money for your retirement is a crucial step in preparing for your future, however designating your beneficiary information is just as important. Follow the directions below to add or update your beneficiary(ies).

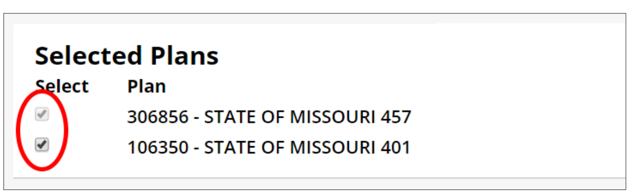
**1.) Log in to Account Access** by visiting **www.modeferredcomp.org** or through the **ESS Portal**.

**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 beneficaries for your 401(a) and 457(b) accounts, if applicable. If you would like to have the same beneficiary(ies) for both accounts, simply check both account boxes. Click the **Next** button at the bottom righthand corner to continue. **NOTE: If you do not have a 401(a) account, you will not see this screen.**

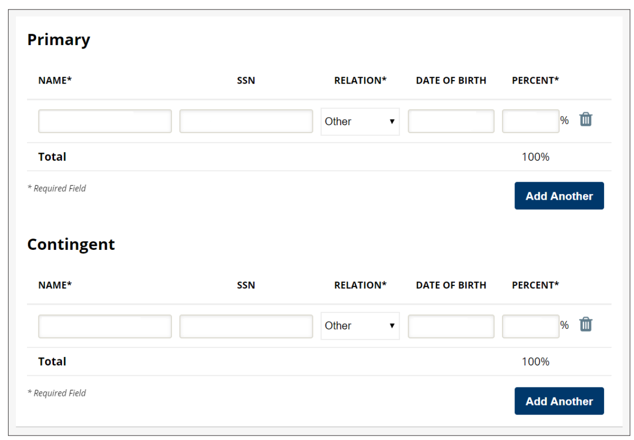



**5.) Enter your primary and/or contingent beneficiary(ies) information,** including his or her name, SSN, relation to you, date of birth, and the percentage of your assets you wish for them to receive.[1]

**IMPORTANT:** Keep in mind, 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.




[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.