

# HOW TO UPDATE YOUR 401(K) BENEFICIARIES

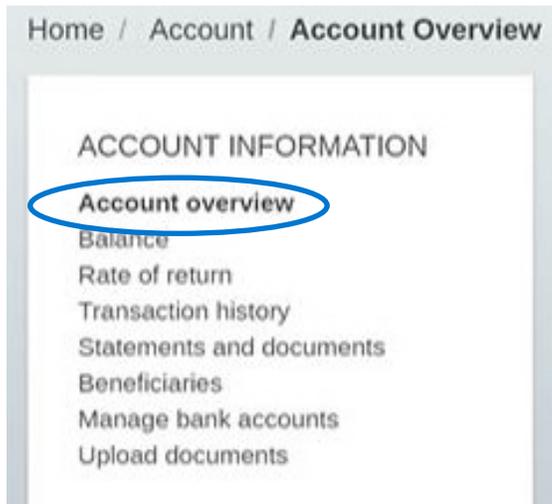


## Step 1:

Log into your Empower Retirement account at [empowermyretirement.com](https://empowermyretirement.com).

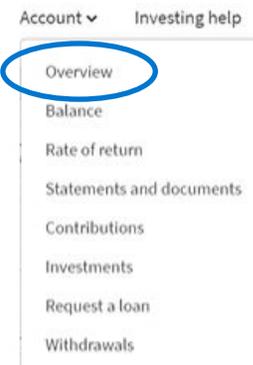
## Step 2:

Once logged in, click "Account," then "Account Overview" at the top of the page.



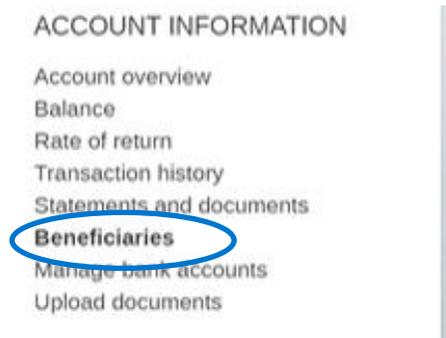
## Step 3:

Select "Overview."



## Step 4:

Navigate to "Beneficiaries" under Account Information.



### Step 5:

You must designate at least one primary beneficiary.

Add Another Beneficiary

Confirm & Continue

Beneficiaries may include your spouse/domestic partner, child, sibling, grandchild, parent, your estate or a trust.

#### Add a beneficiary

The screenshot shows the 'Add a beneficiary' form. At the top, there are two tabs: 'Contingent' and 'Primary', with 'Primary' selected. Below the tabs, there is a section titled 'My beneficiary is' with a dropdown menu. The dropdown menu is open, showing a list of options: 'An Individual', 'Other', 'Spouse', 'Domestic Partner', 'Child', 'Sibling', 'Grandchild', 'Parent', 'My Estate', 'A Trust', and 'Other'. A 'Cancel' button is located at the bottom left of the form.

### Step 6:

Enter your beneficiaries' information, including their full name, date of birth, Social Security number, address and phone number. If you are designating a trust, you must enter the trust's tax identification number. Click "Continue" and follow the rest of the prompts.

The screenshot shows the 'Beneficiary type' form. At the top, there are two tabs: 'Contingent' and 'Primary', with 'Primary' selected. Below the tabs, there is a section titled 'My beneficiary is' with a dropdown menu. The dropdown menu is open, showing a list of options: 'An Individual', 'Other', 'Spouse', 'Domestic Partner', 'Child', 'Sibling', 'Grandchild', 'Parent', 'My Estate', 'A Trust', and 'Other'. Below the dropdown menu, there are four input fields labeled 'FIRST', 'MIDDLE', 'LAST', and 'SUFFIX'.