

## **Update Your Beneficiaries**

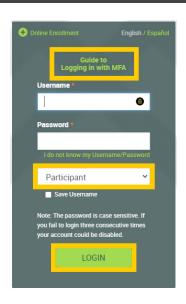
Visit https://retirementplanconsultants.info/login/

Type in your **Username** and **Password**, or follow the instructions provided in your welcome letter.

Select role from dropdown menu: Participant

Click the Login button

A One-Time PIN (OTP) is required to login using multi-factor authentication (MFA). If you need additional guidance with the OTP process, click the **Guide to Logging in with MFA** link (located at the top of this gray login box).





On the Participant Dashboard, click the **Manage Your Account** tab.

Click the **Edit Your Beneficiaries** option in order to update.

Complete all of the required fields. These are marked with a red asterisks.

To add additional beneficiaries, click the **ADD** button.

Once you have added all your desired beneficiaries, click the **SAVE** button.

A Participant Dashboard	Manage Your Accou	nt Retirement	Resources	Forms, Documents and	Reports		Pl	an Selection 🗸
Edit Your Benefi	iciaries							e Print
NOTE: Spousal Consent is rec				rimary Beneficiary is not Notary Public. A form to			ise's signature must	be witnessed by
Beneficiary Designa	tion 1							
Items marked with asterisk (*)	must be completed be	ore you can proce	eed to the nex	t step.				
Beneficiary type	Beneficiary	percent *						
Primary	~							
Name *	Relationsh	р		Birth date		Social security n	umber	
			~					
Street address 1		Street address 2						
City		State	Zip code	Country				
		~						
								DELETE
ADD								SAVE