## Retirement plan information -Managing your beneficiary(ies)

Selecting a beneficiary is an important part of your overall financial wellness. It ensures that the assets from your retirement savings account are distributed to the person, people, or entities you want it to go to upon your death. It's equally important to keep your beneficiary information up to date, especially after major life event changes, such as marriage, divorce, death, the birth or adoption of a child, etc.

# Manage your beneficiary information in a few easy steps:

#### Step 1

Log into your account at www.mykplan.com and navigate to My Account > Manage My Beneficiaries. Select one of the options to proceed.



#### SELECT AN OPTION

I am either married and want all of my death benefits paid to my spouse, or not married

My Account

Manage My Beneficiaries

I am married and want my death benefits paid to someone other than my spouse or in addition to my spouse.
Please note: If you choose this option, you will be prompted to complete and return a Beneficiary Designation
Form (requiring spousal consent).

### Step 2

If you select I am either married and want all of my death benefits paid to my spouse, or not married, you will be redirected to a page where you can select Add New Beneficiary.

If you select I am married and want my death benefits paid to someone other than my spouse or in addition to my spouse you will need to complete and return a hard copy version of the Beneficiary Designation Form.

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Account :	Manage My Beneficiaries					
6						
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Plan brmation	To add a new baneficiary, click Add New Beneficiary, enter the Information required, and then click Save. To update or delete an existing beneficiary, click the appropriate button in the Tar below, enter the new information, and then click Save. The total peterect designed of your primery addres decordary beneficiaries must achi total 100%.					
		e	Be sure to click SAVE to complete your	transaction.		
			Participant : STEVEN STANHO	PE		
	PRIMARY B	ENEFICIARY	Participant : STEVEN STANHO	PE		
	PRIMARY B SSN	ENEFICIARY Name	Participant : STEVEN STANHO Address	PE DOB	Relationship	Percent
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