

How to Update Your Beneficiary Online



Your beneficiary is the person who will receive a percentage of your account if something happens to you.

You can have one or more beneficiaries.

If you choose more than one, you decide how much of your account, as a percentage, goes to which beneficiary.

Visit yourplanaccess.net/NWPS

New User English / Español

User ID *

ADawes

1 Password *

.....

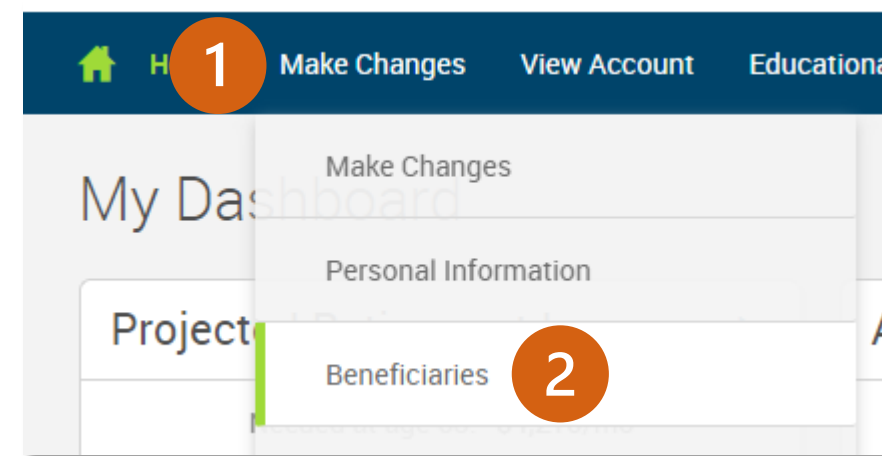
Forgot User ID or Password?

2 Participant

Remember me on this device

3 LOGIN

- 1 Log in by entering your User ID and Password.
- 2 Be sure Participant is selected.
- 3 Click Login.



- 1 Once you're logged in, from the top menu, choose Make Changes.
- 2 Then choose Beneficiaries.

You can have one or more than one beneficiary.

Beneficiaries Print

Beneficiary Designation 1 1

Items marked with asterisk (*) must be completed before you can proceed to the next step.

Beneficiary type Beneficiary percent* 2

Name (first last)* Relationship Birth date Social Security number (optional)

Street address 1 Street address 2

City State ZIP code Country

4 5 3

- 1 Complete the information for your beneficiary.
- 2 Enter the percentage for your beneficiary. If you only have one, it's 100%. If you have more than one, all beneficiaries combined need to equal 100%. Example: Beneficiary 1 = 45% of your account, Beneficiary 2 = 55% of your account.
- 3 Save your new beneficiary.
- 4 Add another beneficiary.
- 5 Delete this beneficiary.

You can also have a back up (contingent) beneficiary.

Beneficiary Designation 1

Items marked with asterisk (*) must be completed before you can proceed to the next step.

Beneficiary type: Primary Beneficiary percent *:

Name (first last) *: Saul Sample Relationship: Spouse Birth date: 09/28/1970 Social Security number (optional):

Street address 1: 12345 SW Somewhere Street Street address 2:

City: Big City State: ZIP code: 20111 Country: USA

Beneficiary Designation 2

Items marked with asterisk (*) must be completed before you can proceed to the next step.

Beneficiary type: Contingent Beneficiary percent *: 100

Name (first last) *: Mike Sample Relationship: Child Birth date: 02/22/2010 Social Security number (optional):

Street address 1: 12345 SW Somewhere Street Street address 2:

City: Big City State: ZIP code: 20111 Country: USA

- 1 Complete the information for your primary beneficiary.
- 2 Add another beneficiary by clicking the Add button and enter their information.
- 3 Under Beneficiary type, choose Contingent.
- 4 Save your new contingent beneficiary.