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 <u>yourplanaccess.net/NWPS</u>



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



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	Personal Info	rmation	
Project	Beneficiaries	2	A

- 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.



 Complete the information for your beneficiary.

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.
- Add another beneficiary.

5 Delete this beneficiary.

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

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Jame (first last) *		hip		в	Birth date				Social Se	curity num	per (optional)
Saul Sample	Spouse			~	09/28/1970		Ê	1		,	
Street address 1		Street a	idress 2								
12345 SW Somewhere Street											
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- Complete the information for your primary beneficiary.
- 2 Add another beneficiary by clicking the Add button and enter their information.
- Under Beneficiary type, choose Contingent.
- 4 Save your new contingent beneficiary.