

# Online Beneficiary Storage.

Naming a beneficiary under your employer's retirement plan could help make sure that upon your death, your assets are distributed to the individual(s) of your choice.

**Important Note before you begin:** If you are married, your spouse must be designated as your primary beneficiary to complete your election online. If you choose to designate someone other than your spouse, please visit **Plan Information>Forms and Forms** on the participant website at [VoyaRetirementPlans.com](http://VoyaRetirementPlans.com), to download a paper copy of the form.



If you have difficulty entering the information, or have questions, please contact a Customer Service Associate at **(800) 584-6001**.

- Step 1** After logging in to your account, select **Go to My Account**.
- Step 2** Under the **Personal Information** menu, go to **Beneficiary Information** and **Add/Edit Beneficiary**.
- Step 3** Confirm your **Marital Status**. Then click **Next**. Enter the requested information. Items marked with an asterisk (\*) are required. If married, to enter information online, your spouse must be your primary beneficiary. If married and you want someone other than you spouse as primary beneficiary, you must fill out a paper beneficiary form located in the **Forms** section.
- Step 4** Here you can **Add Beneficiary/Change Information/or Remove** old information.  
Note: If adding a new beneficiary you will need their Social Security number, Date of Birth, mailing address, and the percentage you would like them to receive. Once you make your changes click on **Submit**.
- Step 5** When you have entered all desired beneficiary/contingent beneficiary information, be sure to click **Save**.
- Step 6** You are now ready to submit your Beneficiary designation(s). When complete, you will see a confirmation screen with your beneficiary designation(s).

**Did you know?** Naming a loved one with special needs as a beneficiary could have an unintended impact on his or her eligibility for government benefits. Those with as little as \$2,000 in assets or income may be ineligible for key needs-based government benefits such as Supplemental Security Income (SSI). Learn more about beneficiary planning at [VoyaCares.com](http://VoyaCares.com).



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