



## How to Make Beneficiary Changes (online)

Log-in to your account at:

[User login | Empower: Saving, investing and advice \(empower-retirement.com\)](https://empower-retirement.com)

From the Dashboard Summary > Select Account

The screenshot shows the Empower Account Overview dashboard. At the top, there is a navigation bar with the Empower logo, menu items for Overview, Account (highlighted), Investing, and Planning, and a language selector for Español. A notification bell icon shows 3 alerts, and a user profile icon labeled 'TS' is next to a Log out button. Below the navigation bar, the breadcrumb 'Home / Account' is visible, along with a print icon and the word 'Print'. The main content area is divided into a left sidebar and a main panel. The sidebar contains sections for ACCOUNT INFORMATION, PAYCHECK CONTRIBUTIONS, INVESTMENTS, and LOANS & WITHDRAWALS. The main panel features an 'Account overview' section with two summary cards: 'BALANCE \$25,482.00' and 'ANNUALIZED RATE OF RETURN 4.44% 8/5/2021 - 8/5/2024'. Below these is a '2024 CONTRIBUTIONS' section with a 'Standard' heading and a donut chart showing a 4% contribution rate. Text next to the chart asks 'Are you getting your full match?' and states 'You can contribute an additional \$18,111 this year.' To the right of the chart is a table comparing 'Your YTD contributions' (\$2,856), 'Estimated on track to contribute' (\$4,889), and the '2024 IRS limit' (\$23,000). The table has columns for 'Year-to-date' and 'Year-end'.

Home / Account Print

ACCOUNT INFORMATION

- Account overview
- Balance
- Rate of return
- Transaction History
- Statements and documents
- Beneficiaries
- Manage Bank Accounts
- Upload documents

PAYCHECK CONTRIBUTIONS

- My contributions

INVESTMENTS

- My investments
- Investment help
- Investment lineup
- Dividend election
- Brokerage

LOANS & WITHDRAWALS

- Withdrawals

### Account overview

**BALANCE**  
\$25,482.00  
[View details](#)

**ANNUALIZED RATE OF RETURN**  
4.44% 8/5/2021 - 8/5/2024  
[View details](#)

### 2024 CONTRIBUTIONS [View details](#)

Standard


Are you getting your [full match?](#)


You can contribute an additional **\$18,111** this year.


<span style="color: green;">●</span> Your YTD contributions	\$2,856
<span style="color: blue;">●</span> Estimated on track to contribute	\$4,889
<span style="color: black;">●</span> 2024 IRS limit	\$23,000


Year-to-date Year-end

From Left Side Menu > Select Beneficiaries > Click Beneficiary to Add or Update  
**Edit a beneficiary**

 Are you married? Yes No

 Beneficiary type Primary Contingent

 My beneficiary is

 Spouse

First  Middle  Last  Suffix

Follow the Instructions to Edit or Add to Your Beneficiary > Click Confirm & Continue

## My Beneficiaries

Your Primary Information

NAME	TYPE	ALLOCATION
<a href="#">The Partner</a>	<a href="#">Updates Required</a>	100 %

[Add Another Beneficiary](#)

[Confirm & Continue](#)

All changes require an overnight cycle to appear online and will be processed as soon as administratively feasible in accordance with your plan provisions.

*Read Summary Plan Description (located in Forms) for more information.*