

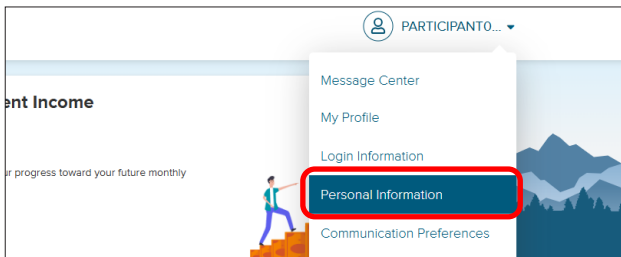
HOW TO UPDATE YOUR BENEFICIARY(IES)



Follow these steps to add and update your beneficiary(ies).

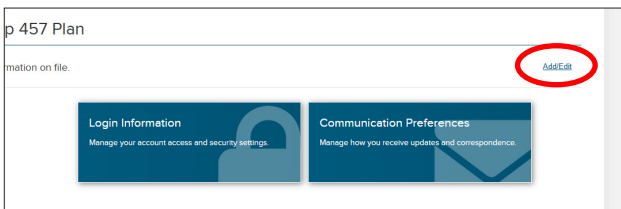
1 Log in to your MO Deferred Comp account by visiting www.modeferredcomp.org or through the **ESS Portal**.

2 Hover over your name in the upper righthand corner of the page and select **Personal Information**.



3 Scroll to the bottom of the page to find the **Beneficiary Information** section. Click on the appropriate source to expand the selection.

4 Click the **Add/Edit** button link to update your beneficiary information for the source.



 **IMPORTANT:** If you have a 457(b) and a 401(a) account, you will need to update/add beneficiaries for both accounts.

5 You will be asked to confirm your marital status, choose **Married** or **Single** and click **Next**.

6 Enter your primary and/or contingent beneficiary(ies) information, including their name, relation to you, percentage of the assets you wish for them to receive, date of birth, SSN, address and phone number. ¹ Click **Next** when complete.

¹ Social Security number, address, and phone number are **NOT** required but it is highly recommended to add this information to your account.



IMPORTANT: If you are married and you have designated someone other than your spouse as a beneficiary on or after September 1, 2011, you must have your spouse fill out the spousal consent section of the *Designation of Beneficiary* form.

6 On the next page, you can add another beneficiary or change any information. If you designate multiple beneficiaries, their combined percentages must add up to 100% using only whole numbers, or you can also use the **Equal Percent to All** selection when adding a beneficiary.

When you are finished, click the **Next** button.

7 If the information all looks correct, click **Submit** on the confirmation page.