

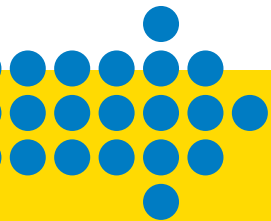
# HOW TO UPDATE YOUR BENEFICIARIES



The table below shows how to review, add, and make changes to your beneficiaries. You can make updates to this information at any time.

PLAN(S)	WHERE TO GO	INSTRUCTIONS FOR UPDATING	QUESTIONS?
401(k)/RSP*	T. Rowe Price website	<ol style="list-style-type: none"> <li>Go to <a href="https://RPS.TRowePrice.com">RPS.TRowePrice.com</a> and log in (or access your T. Rowe Price account via single sign-on from your work computer).</li> <li>Click the <b>Profile</b> symbol in the top right, then click <b>Profile &amp; Preferences</b>.</li> <li>Scroll down the page to <b>Beneficiary Information</b> and click <b>Update Beneficiary</b>.</li> <li>Select the corresponding button to view, edit, or print your beneficiary elections.</li> <li>Click <b>Submit Updates</b> to save your changes.</li> </ol>	Contact T. Rowe Price at <a href="tel:800-922-9945">800-922-9945</a> .
<ul style="list-style-type: none"> <li>Pension Account Plan*</li> <li>Basic Life Insurance</li> <li>Employee Supplemental Term Life Insurance</li> <li>Accidental Death &amp; Dismemberment Insurance</li> <li>Business Travel Accident Insurance</li> </ul>	Workday	<ol style="list-style-type: none"> <li>From the Workday menu, select <b>Benefits and Pay</b>.</li> <li>Expand <b>Benefits</b>, and select <b>Beneficiaries</b>.</li> <li>Click <b>Add or Edit</b> to update beneficiary information.</li> <li>Click <b>Submit</b>.</li> </ol> <p>Note: To update your beneficiary percentages by plan, type <b>How to update your beneficiaries in Workday</b> in the search bar and follow the instructions in the knowledge article.</p>	Contact your HR Partner.
Health Savings Account (HSA)	HealthEquity	<ol style="list-style-type: none"> <li>Log in to <a href="https://healthequity.com">healthequity.com</a>.</li> <li>Navigate to the <b>Manage Account</b> section, then click <b>Beneficiaries</b>.</li> <li>Select the status that pertains to you, then click <b>Continue</b>.</li> <li>Add a beneficiary(ies), trust, or estate; fill out their information. Click <b>OK</b>.</li> <li>Click <b>Save</b>.</li> <li>Review your elections to make sure your changes reflect correctly.</li> </ol>	Contact HealthEquity at <a href="tel:866-346-5800">866-346-5800</a> .

\*If you are married and select someone other than your spouse as your beneficiary for your 401(k)/RSP account or Pension Account Plan, a signed Spousal Consent Form is required.



**Having beneficiaries on file for all of your benefit plans is critical. In the event of your death, you want to be sure that your loved ones can access benefits quickly and easily.**

## KEEPING YOUR BENEFICIARIES UP TO DATE:

- **Ensures your benefits go to the right person(s):** Without a named or updated beneficiary, your benefits may not go to the person or entity you would have chosen.
- **Takes stress off your loved ones:** Having clear beneficiary designations helps your family get access to funds quickly when they may need them most.
- **Helps avoid delays and legal hassles:** Without a named beneficiary on file, distributions may be held up in court and payments will be delayed.