

Adding and Designating Your Beneficiaries

You will need your beneficiary's social security number, date of birth, and address before you begin.

Designate your beneficiaries online or by calling ERS at 1-877-275-4377.

Go to the ERS web site at <http://www.ers.state.tx.us>. Click the *View My Benefits User Login* link at the top right hand corner. Log onto ERS OnLine. First time users will need to register by clicking on the *Register* button and following directions. You will create a user name and password. Once you have logged into your account you will be able to

✦	Manage Insurance Benefits	✦	Manage Address, Phone, Email
✦	Manage Beneficiaries	✦	And much more...

Go to *Beneficiary Summary*.

You will add your beneficiaries under the heading *ERS Life Insurance Benefit, **All Employees and Retirees*

Click on *Add New Beneficiary*

Complete all Fields. Click *Save* and *OK*.

Click Return to *Beneficiary Change Summary*.

Now that you have added your beneficiaries, you must **designate** your additions.

Under *Plan Description*, click *All Employees and Retirees*

Click *Request Designation Change*

Check box of beneficiary you want to designate

Select *Primary* or *Alternate* under the drop down menu titled *Beneficiary Designation Type*.

You can choose how the life insurance is divided by entering a percentage of disbursement. If no percentage is entered – the monies will be equally divided. Click *Save*.

Your beneficiary designation change request has been submitted. Election forms will be sent to you via email (if you have one). Otherwise, the forms will be mailed to your mailing address. Once ERS has received the signed form, your elections will be effective. You **MUST** sign and return the election form you receive from ERS for your elections to go into effect.