



Office of Human Resources

BENEFICIARY UPDATES

It's important to designate beneficiaries for each of your accounts. Even if you have a will, if you haven't designated a beneficiary, plan rules will determine who receives your assets. Situations such as divorce, remarriage or death do not automatically change your beneficiaries.

[TCRS and 401\(k\)/457](#)

Optional Retirement Plan (ORP) - Sign into your vendor or call to request a form:

[TIAA](#)

[VOYA](#)

You can update your beneficiary for these insurance plans by logging onto Edison.

[Basic Group Term and Accidental Death & Dismemberment Insurance](#)

[Voluntary Accidental Death & Dismemberment Insurance](#)

Step 1 - From the Edison home page (after logging in)

Step 2 - Click on Self Service (left hand side of the page)

Step 3 - Click on Employee WorkCenter

Step 4 - Click on Life Insurance Beneficiaries

Step 5 - If you have changes, click on Update Beneficiaries button

Step 6 - Type in the information and click on Saved Changes or Cancel Changes if nothing has changed

Step 7 - Click on Return to Beneficiaries Summary Page to see your changes

[Voluntary Term Life Beneficiary Designation](#): Log in and follow instructions on the Securian Financial (Minnesota Life). If you have not logged in the past year, you would have to call to get your password reset. You could also complete [form](#) and mail it or fax to Securian Financial.

[Beneficiary for Unused and Accrued Leave](#): To update, please complete this form and return to the Office of Human Resources.