401(k) Beneficiary Changes Quick User Guide

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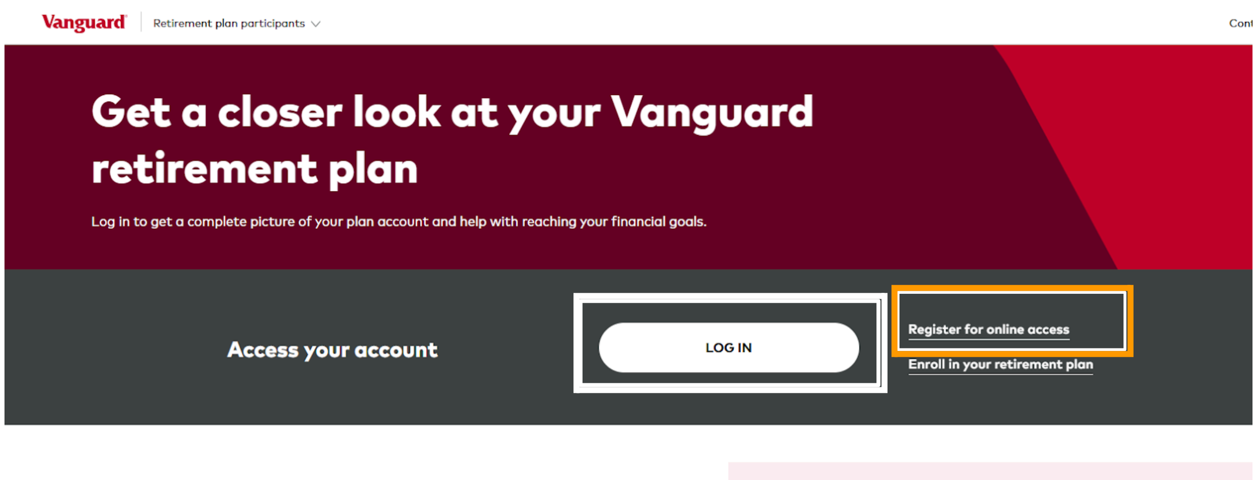
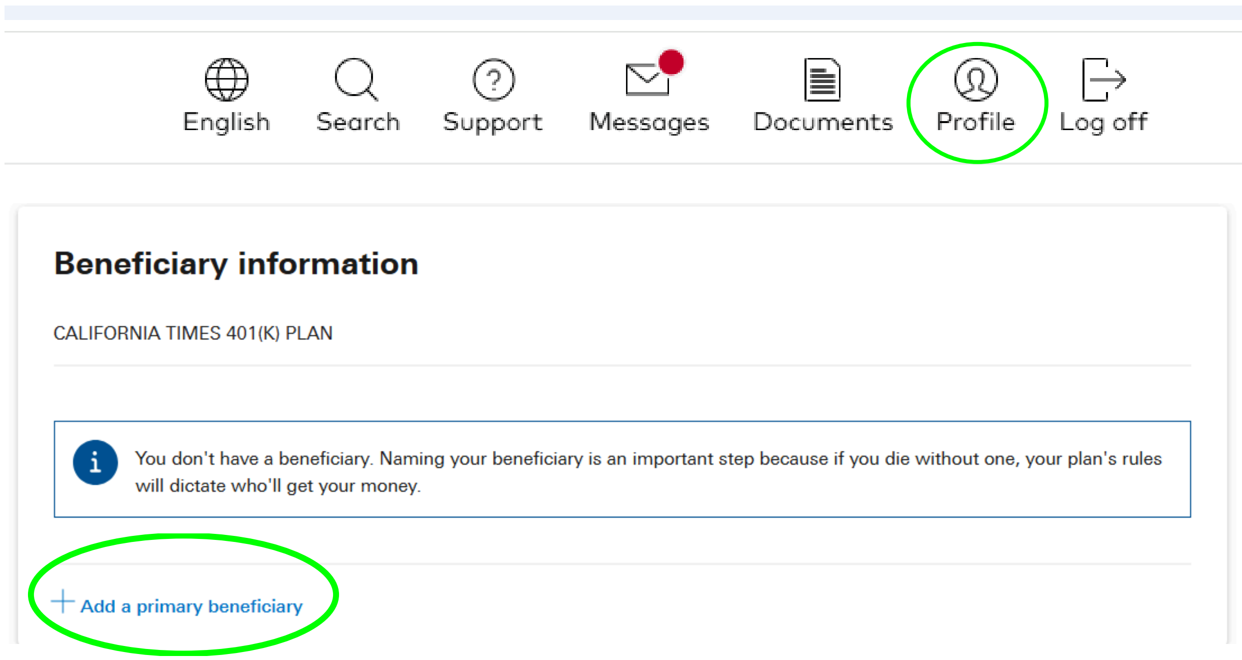
Login to Vanguard

Go to Vanguard: www.vanguard.com/actnow
Login to your Vanguard account- if you have not created an account, you will do so by clicking on **Register for online access.**

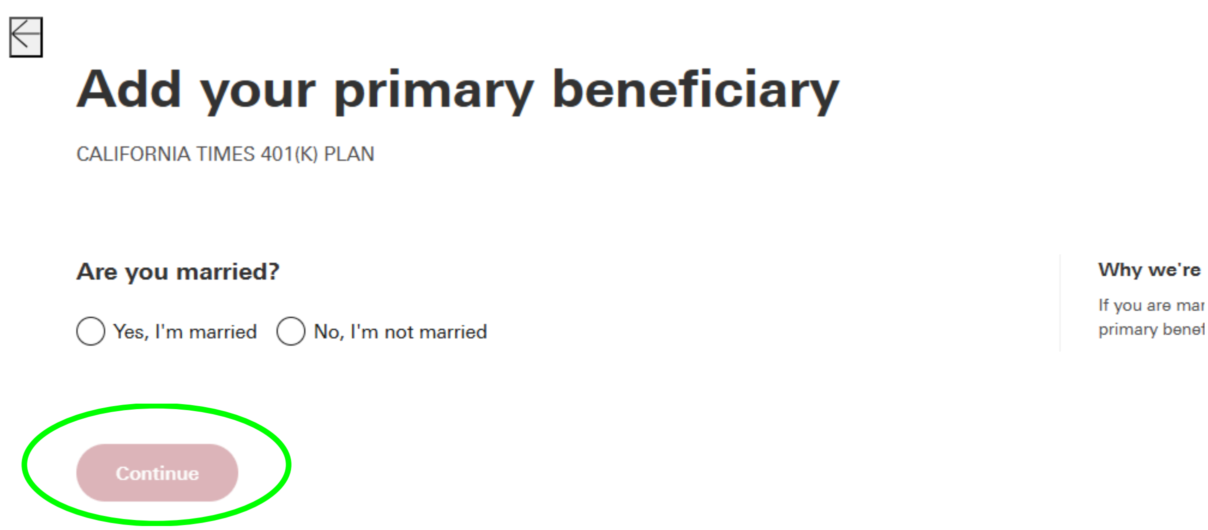


Add/change Beneficiaries in Vanguard

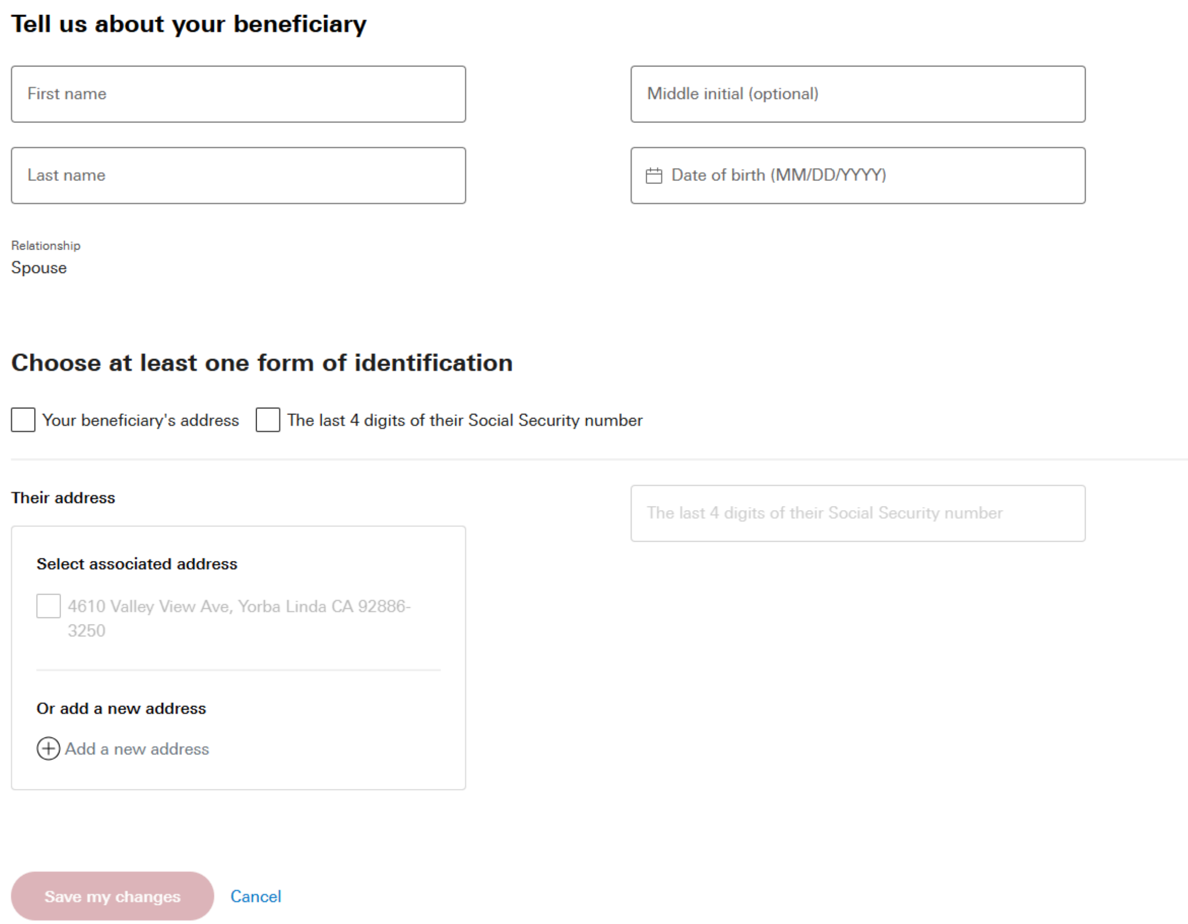
Click on **Profile**. Scroll down to **Beneficiary information** and click on **+ Add primary beneficiary.**



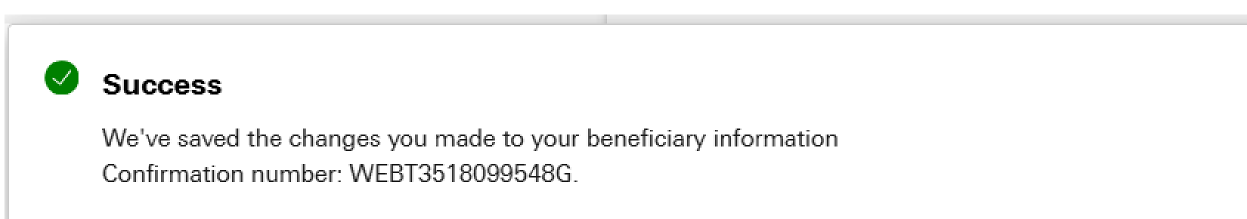
Answer the following questions and click continue. Below is a sample of one of the questions:



Add beneficiary information and click on **Save my changes**.



Once changes have been updated and saved, you will receive a popup that your beneficiary has been added. You can update your beneficiaries at any time.



Please remember to update your beneficiary for your Company sponsored Life and AD&D plans, as this is a separate process. Please refer to the Enrollment Guide-401(k) Beneficiary Change Guide, located in the benefits portal: https://benefits.caltimes.com/enrollment-resources/

Contact for help

Note: If you need assistance, contact catimesbenefits@latimes.com

END