

# 401(k) Beneficiary Changes Quick User Guide

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# Login to Vanguard

Go to Vanguard: [www.vanguard.com/actnow](http://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**.

The screenshot shows the top navigation bar of the Vanguard website. On the left is the Vanguard logo, followed by a dropdown menu for "Retirement plan participants". On the right is a "Cont" link. Below the navigation is a dark red banner with the text "Get a closer look at your Vanguard retirement plan" and a subtext "Log in to get a complete picture of your plan account and help with reaching your financial goals." Below the banner is a dark grey bar containing three main elements: the text "Access your account", a white "LOG IN" button with a white border, and a yellow-bordered box containing the text "Register for online access" and "Enroll in your retirement plan".

# Add/change Beneficiaries in Vanguard

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

The screenshot shows the top navigation bar of the Vanguard website. The 'Profile' icon, which is a person silhouette, is circled in green. Below the navigation bar, the 'Beneficiary information' section is displayed for the 'CALIFORNIA TIMES 401(K) PLAN'. An information box states: 'You don't have a beneficiary. Naming your beneficiary is an important step because if you die without one, your plan's rules will dictate who'll get your money.' At the bottom of this section, the '+ Add a primary beneficiary' link is circled in green.

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



## Add your primary beneficiary

CALIFORNIA TIMES 401(K) PLAN

**Are you married?**

Yes, I'm married  No, I'm not married

**Why we're**

If you are mar  
primary benet

Continue

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

### Tell us about your beneficiary

<input type="text" value="First name"/>	<input type="text" value="Middle initial (optional)"/>
<input type="text" value="Last name"/>	<input type="text" value="📅 Date of birth (MM/DD/YYYY)"/>
Relationship Spouse	

### Choose at least one form of identification

Your beneficiary's address  The last 4 digits of their Social Security number

#### Their address

<p><b>Select associated address</b></p> <p><input type="checkbox"/> 4610 Valley View Ave, Yorba Linda CA 92886-3250</p> <hr/> <p><b>Or add a new address</b></p> <p>⊕ Add a new address</p>	<input type="text" value="The last 4 digits of their Social Security number"/>
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**Save my changes** Cancel

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.

 **Success**

We've saved the changes you made to your beneficiary information  
Confirmation number: WEBT3518099548G.

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](mailto:catimesbenefits@latimes.com)

**END**