



The J. Paul Getty Trust

Human Resources
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Quick HR Benefits Tech Tips

Update Your Beneficiaries in Vanguard

1. Log on to www.vanguard.com
2. Click the **MENU** button in the top left corner
3. Select **My Profile**
4. Select **Beneficiaries**

Tip: See your Benefit Statement on Employee Self Service for a list of your assigned beneficiaries as of January 2017.

Update Your Life Insurance Beneficiaries in Employee Self Service

1. Log on to Employee Self Service
2. Select **Benefits**
3. Select **Benefits Summary**
4. Select **Life, Voluntary Life** (if applicable), or **Voluntary AD and D** (if applicable)
5. Select **Edit** to update your beneficiaries

Tip: See your Benefit Statement on Employee Self Service for a list of your assigned beneficiaries as of January 2017.

Change Your Investments in Vanguard

1. Log on to www.vanguard.com
2. Select **MANAGE MY MONEY**
3. Select **Change my investments** under EMPLOYEE INVESTMENT PLAN or DEFINED CONTRIBUTION RETIREMENT PLAN

Change Your Contribution in Vanguard

1. Log on to www.vanguard.com
2. Select **MANAGE MY MONEY**
3. Select **Change my paycheck deduction** under EMPLOYEE INVESTMENT PLAN

For questions, contact Human Resources at Benefits@getty.edu or ext. 6523.