



## Quick HR Benefits Tech Tips

### Sign Up for Account Access in Vanguard

1. You will need your plan number, 097336
2. Log on to Vanguard at <https://retirementplans.vanguard.com>
3. Click the **SIGN UP FOR ONLINE ACCESS** button
4. Click the **START** button
5. Click the **ACCEPT** button to accept the Terms and Conditions of Use
6. Enter personal information
7. Create user name and password
8. Set up security features

### Update Your Beneficiaries in Vanguard

1. Log on to [www.vanguard.com](http://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 ESS for a list of your assigned beneficiaries as of January 2018.

### Update Your Life Insurance Beneficiaries in Employee Self Service (ESS)

1. Log on to Employee Self Service at <http://go/selfservice>
2. Select **Benefits**
3. Select **Benefits Summary**
4. Select the **Life** link, **Voluntary Life** link (if applicable), or **Voluntary AD and D** link (if applicable)
5. Select **Edit** to update your beneficiaries

Tip: See your Benefit Statement on ESS for a list of your assigned beneficiaries as of January 2018.

### Update Your Emergency Contacts in Employee Self Service

1. Log on to Employee Self Service at <http://go/selfservice>
2. Select **Personal Information**
3. Select **Emergency Contacts**
4. Select **Add Emergency Contact**

### Change Your Investments in Vanguard

1. Log on to [www.vanguard.com](http://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](http://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](mailto:Benefits@getty.edu) or ext. 6523.