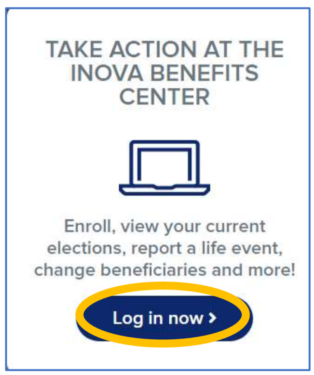
How to Complete a Beneficiary Designation

Life Insurance Beneficiary Designation

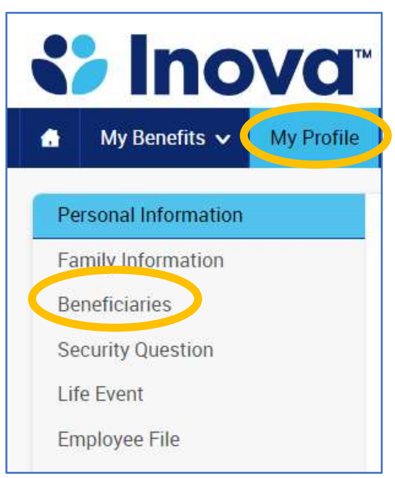
A beneficiary designation for a life insurance or health & welfare plan is electronic and is stored in your account on the Inova Benefits Center system. Beneficiary designation forms are available for the following benefit plans: Basic (Company-paid) Employee Life & Accidental Death and Dismemberment (AD&D); Supplemental Employee Life & AD&D, Business Travel Accident, Accident Insurance, Critical Illness Insurance, and Hospital Indemnity Insurance. If no beneficiary designation is on file, the insurance proceeds will be paid according to the insurance certificate and may be paid to your surviving spouse, child(ren) or estate.

Follow the steps below to complete a life insurance beneficiary designation.

- Log into the Inova Benefits Center by going to the benefits portal at www.myinovabenefits.org and selecting the TAKE ACTION AT THE INOVA BENEFITS CENTER tile (see screenshot below).



- Enter your Username and Password
- From your home page, select **My Profile** on the top menu bar
- Select **Beneficiaries**



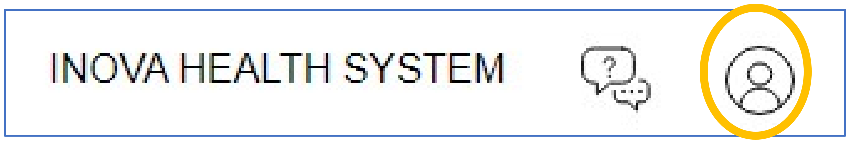
- Under each of the applicable insurance(s), select **Add Beneficiary** and designate a percentage
- Once you have made the necessary selections and changes, click **Save** at the bottom of the page

Retirement Savings Plan (401k) Beneficiary Designation

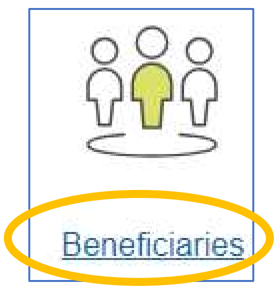
The retirement savings plan beneficiary designation is electronic and is stored in your Fidelity account.

Follow the steps below to complete a retirement savings plan beneficiary designation.

- Log into your Fidelity account at www.netbenefits.com
- Enter your Username and Password
- From your Fidelity home page, in the upper right corner of the page, select **Profile & Settings** by clicking the icon (see screenshot below)



- Scroll to the bottom of Profile & Settings page
- On the bottom left, select **Beneficiaries**



- If you have never elected a beneficiary for your retirement plan, you will be guided through the process to add a spouse, person, trust and/or estate as your beneficiary
    - If you previously selected a beneficiary, click the **Edit** button on the right side of the page
- Once you have made the necessary selections and changes, click **Save**