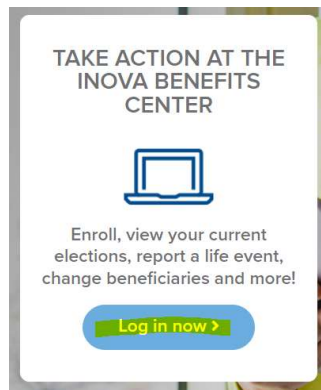


# How to Complete a Beneficiary Designation Form

## Life Insurance Beneficiary Designation Form

The life insurance beneficiary designation form is electronic and is stored in your account on the Inova Benefits Center system.

- Log into the Inova Benefits Center by going to the benefits portal ([www.myinovabenefits.org](http://www.myinovabenefits.org)) and selecting the TAKE ACTION AT THE INOVA BENEFITS CENTER tile (see screenshot below)
- Select **My Profile**
- Select **Edit My Profile**
- Select **Beneficiaries**
- Make your edits and click **SAVE** at the bottom of the page



## Retirement Plan Beneficiary Designation Form

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

- Log into your Fidelity account at [www.netbenefits.com](http://www.netbenefits.com)
- From the Fidelity home page, select **Profile & Settings** by clicking the icon at the top right of the page (see screenshot below)
- Scroll to bottom of Profile & Settings page
- Select **Beneficiaries**

