# Update your beneficiary information

## Updating your beneficiaries online is easy. Get started:

- Log in to your account at **corebridgefinancial.com/retirementservices**
- On the next screen, click the dropdown menu next to your name at the top of the page
- Click **"Change Beneficiaries"**

This page provides access to add, update or delete beneficiaries as well as a link to designate beneficiary percentages

**Create a new beneficiary**

- Click **"Add a beneficiary"**
- Enter the new beneficiary's details
- Click the **"Save"** button

Note: Fields with a red asterisk are required

**Edit a beneficiary**

- Click the plus sign by the beneficiary's name
- Edit desired fields on the record
- Click the **"Save"** button

**Delete a beneficiary**

- While editing the record, click the **"Delete"** button

Note: Only unassigned beneficiaries can be deleted

## How do I update my beneficiary information?

**Set or manage beneficiaries**

- Click the **"Beneficiary Designations"** button at the bottom of the screen
- Scroll down until the buttons **"Manage Your Beneficiary"** and **"Change Beneficiary Designation"** appear
- To edit a designation, click **"Change Beneficiary Designation"**
  - To modify, click **"Update"**
  - Change the benefit percentage and/or the **"Primary or Contingent"** type
  - You can also choose to click **"Remove"**
  - Before removing, you must first delete the percentage
- To add a beneficiary, click **"Add Beneficiary Designation"**
  - Select the desired person/entity from the dropdown on the left
- Set **"Primary or Contingent"** and enter a percentage
  - Click the **"Add"** button

**Review your beneficiary designations**

- From any page ...
  - Click **"Your Name"** in the upper right corner of the page
  - Click **"Change Beneficiaries"**
  - Click the **"Beneficiary Designation"** button

### Will a confirmation of the updated beneficiary designation be sent to me?

Yes, we will send a confirmation email by way of Personal***Deliver-e***® whenever you update a beneficiary designation. In addition, we will mail a confirmation letter to your address of record. Beneficiary updates will also appear on your next quarterly statement.

corebridgefinancial.com/retirementservices 1.800.448.2542

### We're here to help you take action

This material is general in nature, was developed for educational use only, and is not intended to provide financial, legal, fiduciary, accounting or tax advice, nor is it intended to make any recommendations. Applicable laws and regulations are complex and subject to change. Please consult with your financial professional regarding your situation. For legal, accounting or tax advice consult the appropriate professional.

Annuities are issued by **The Variable Annuity Life Insurance Company**, Houston, TX.

Securities and investment advisory services offered through VALIC Financial Advisors, Inc., member FINRA, SIPC and an SEC-registered investment adviser.

VALIC Retirement Services Company provides retirement plan recordkeeping and related services and is the transfer agent for certain affiliated variable investment options.

All companies above are wholly owned subsidiaries of Corebridge Financial, Inc.

Corebridge Retirement Services, Corebridge Financial and Corebridge are marketing names used by these companies. Learn more about our affiliated companies: corebridgefinancial.com/names.


VC 38037 (02/2023) J1306601 EE