



# LAMAR INSTITUTE OF TECHNOLOGY

A Member of The Texas State University System

## Adding/Changing Your Beneficiaries

### FOR ERS:

1. Click on this link (<https://benweb.ers.texas.gov/psp/bprd/?cmd=login&languageCd=ENG>) to take you to your online ERS account. (You will need to set up an account, if you have not already done so.)
2. Once you have logged in, select “Beneficiary Summary”.
3. On the next screen, you will click “Change Information or Add New Beneficiary(s)”.
4. On the next screen after, click “Add New Beneficiary” or you can make changes to existing beneficiaries.
5. This will take you to the data entry screen where you will input all of the personal information for your beneficiary(s). Once you are done, select Save and then you should be given an option to either ADD another beneficiary or return to the Beneficiary Summary screen, where you can add another one from there.
6. SPECIAL NOTE: Once you enter your beneficiary elections online, ERS will email (to your email address that is on file with them) a summary of your changes. You will need to print the acknowledgement form, sign with a witness, and then send back to ERS to complete the process.
7. You can check your account online to verify when the changes take permanent effect.

Below are screenshots to help you navigate.

ERS

Personalize [Content](#) | [Layout](#)

Home

Menu

- Change My Password
- My System Profile
- My Dictionary

Member Home Page

- My Personal Information**
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- My Insurance Information**
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- My Beneficiaries**
  - [Beneficiary Summary](#)**
- My Retirement Information**
  - [Account Balance Summary](#)
  - [Retirement Estimate](#)
  - [Statement of Retirement Benefits](#)
- Health Savings Account**
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- Power of Attorney Information**
  - [Power of Attorney](#)

### Beneficiary Designation Information

The beneficiaries designated for your life insurance and pension plans are listed below. To change beneficiaries for any of these benefits, click on the appropriate link for each benefit. To add or delete beneficiaries scroll to the bottom of this page and click the Change Information or Add New Beneficiary(s) button.

**Note:** This section allows you to review and change beneficiaries for ERS Life Insurance, ERS Retiree Lump Sum Death, ERS Active Account Death and ERS Retiree Annuity benefits. Dependent coverage for other types of benefits (Medical, Dental, and Dependent Life) can be changed as result of a qualifying life event or during Summer Enrollment. For more information on your other benefits, please review your Benefit Summary.

**Important!** Please choose your selections carefully. Only benefits for which you are eligible at the time of your death will be payable to your beneficiaries.

You must designate a beneficiary(s) to ensure payment is made as you wish. For more information on these forms of payment, review the [form of payment descriptions](#). You may change your payment election at any time prior to retirement.

Plan Description	Name Relationship / Gender	DOB SSN	Type Percent
ERS Life Insurance Benefit			
<a href="#">All Employees and Retirees</a>	No Beneficiaries Designated		

\*\* Indicates Pending Beneficiary Plan Designation Changes

[Change Information or Add New Beneficiary\(s\)](#)

[Click here to Change Information or Add New Beneficiary\(s\)](#)

You currently have no beneficiaries defined. To add new beneficiaries, click the Add New Beneficiary button below.

Once you've added your beneficiaries, you'll be able to designate these new beneficiaries for any of your eligible plans.

[Add New Beneficiary](#)

[Click here to add a new person to your beneficiary/dependents](#)

[Return to Beneficiary Plan Summary](#)

### FOR TRS:

1. TRS now allows you to update beneficiaries online. You will need to go to your online account at: [MyTRS Log In \(texas.gov\)](#)
2. From your dashboard you will see "Beneficiary" on the toolbar.



Accounts	Planning Tools	Benefits	Beneficiary	Payments	Account Management
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3. Once you select "Beneficiary" you will be able to verify your current designations, or Add/Modify Beneficiary.