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Update Your Beneficiaries

It's important to select the individuals who will receive your retirement account and life insurance benefits in the event of your death. This person is called your beneficiary. You can have more than one beneficiary. You can change your beneficiaries at any time.

[View Beneficiary Summary](#)

Log in to your ERS OnLine account

1. Click "My Account Login" in the upper right corner.
2. Select "Proceed to Login" if you have an ERS Online account, or select "Register now" if you do not have an account.
3. Enter your username and password, and click "Sign in."

If necessary, add a new beneficiary profile

1. Click "Beneficiary Summary" under **My Beneficiaries** on your home page.
2. Click "Change Information or Add New Beneficiary" button at the bottom of the page.
3. Click "Add a New Beneficiary."
4. Enter the beneficiary's personal data (Social Security number and date of birth are required).
5. Click "Save."
6. Click "OK."
7. Click "Return to Summary of Beneficiaries."

Begin to assign a beneficiary to your benefit

1. Click "Beneficiary Summary" under **My Beneficiaries** on your home page.
2. Review your beneficiary designations.
3. Click the **blue link** under the "Plan Description" for the benefit you would like to assign.
4. Click "Request Designation Change."
5. Select your beneficiary(ies).
6. Click "Save Beneficiary Elections."
7. Click "Return to Beneficiary Plan Summary."
8. Click "Submit Changes" at the bottom of the page.
9. Click "Submit Changes."
10. Click "OK."
11. Receive the beneficiary designation form by email or mail if you do not have an email address on file.

Complete and return the beneficiary designation form

1. Review the form.
2. Print and sign your name.
3. Have an unrelated witness (not you or the beneficiary) sign his or her name.
4. Return the form to ERS.

Your designation is not valid until you receive a confirmation from ERS.

If you have questions about designating beneficiaries, please contact the appropriate benefits office below.

- **HHS Enterprise Employees:** call accessHR toll-free at (888) 894-4747
- **Retirees:** call ERS
- **All Others:** contact your Benefits Coordinator's office

Your Texa\$aver Beneficiaries

Texa\$averSM 401(k) / 457 Program needs an original, signed Beneficiary Form in order to distribute your assets according to your wishes when you die.

Remember to update your beneficiary in the event of marriage, death, or divorce.

Beneficiary forms

Use the links below to access the Texa\$aver beneficiary designation forms. Complete both forms if you are in both plans:

- [401\(k\) Plan forms](#)
- [457 Plan forms](#)

Complete the correct form and send it by:

- Mailing it to the address shown on the form;
- Scanning and emailing the form to texasaver@empower-retirement.com; or
- Faxing the form to Texa\$aver at (866) 745-5766.

Contact Texa\$aver with questions about your beneficiary.

NOTE: Beneficiaries for Texas Employees Group Benefits Program (GBP) life insurance and the ERS Retirement Program are separate from Texa\$aver beneficiaries.

Are you a beneficiary?

If you are designated as a beneficiary, ERS will inform you of the benefits you have, including Texa\$aver account money, after a death has been reported.



Employees Retirement System of Texas

[200 East 18th Street](#)
[Austin, TX 78701](#)

Toll-free: (877) 275-4377

TTY: 711

Fax: (512) 867-7438

[Contact ERS](#)

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