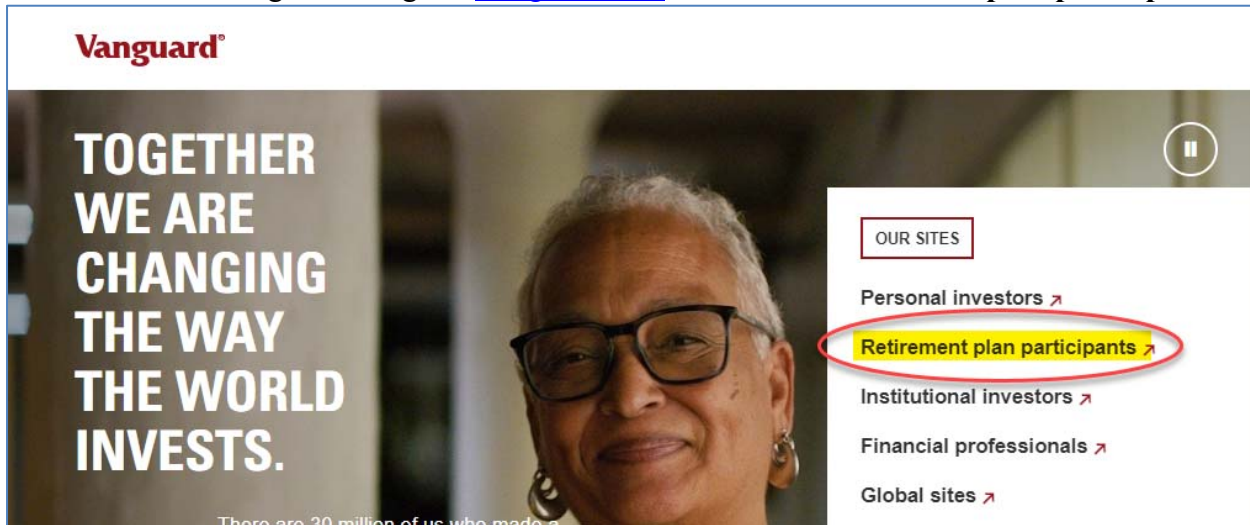


# ASSIGN OR CHANGE YOUR 401(K) BENEFICIARY ON VANGUARD.COM

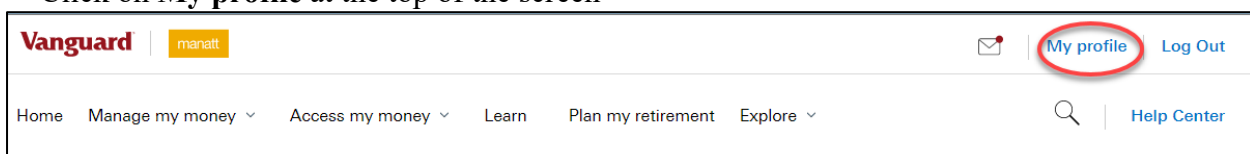
When you update your beneficiary online, it's instant and there is no paperwork to send.

- To make the change online, go to [Vanguard.com](https://Vanguard.com) and choose **Retirement plan participants**



- Log on to your account (if you have not previously registered, our Plan # is 091884)

- Click on **My profile** at the top of the screen

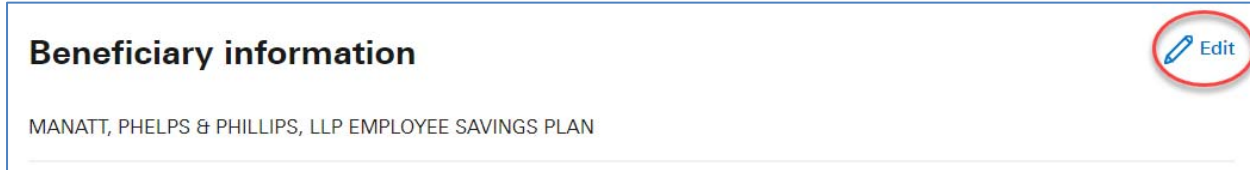


- On the Personal tab, scroll down to **Beneficiary information**



The screenshot shows the 'My profile' page with three tabs: 'Personal', 'Security', and 'Communication'. The 'Personal' tab is active. A red arrow points from the 'Personal' tab to the 'Beneficiary information' section. The 'Beneficiary information' section is highlighted with a red border and contains the text 'MANATT, PHELPS & PHILLIPS, LLP EMPLOYEE SAVINGS PLAN'. An 'Edit' button with a pencil icon is visible in the top right corner of this section.

- Click **Edit** to edit your beneficiary information



The screenshot shows the 'Beneficiary information' section. The text 'MANATT, PHELPS & PHILLIPS, LLP EMPLOYEE SAVINGS PLAN' is displayed. The 'Edit' button, which has a pencil icon, is circled in red.

- Be sure to **Save changes** when completed



The screenshot shows a red button labeled 'Save changes'. The button is circled in red, and a red arrow points to it from the right.

**To add/change your beneficiary designation by phone:**

You may instead call Vanguard at **1.800.523.1188**; our Plan # is **091884**. For changes made by phone, Vanguard will send out paperwork that you must return within 60 days to have the beneficiary added. Paperwork may be sent to your home, via email, or to your Vanguard secure mail, depending on the communication preferences you set.

*Changes made online do not require the extra paperwork step.*