

Quick HR Benefits Tech Tips

Sign Up for Account Access in Vanguard

1. You will need your plan number, 097336
2. Log on to Vanguard at <https://retirementplans.vanguard.com>
3. To register, click the **Register for online access** link
4. Click the **START** button
5. Click the **ACCEPT** button to accept the Terms and Conditions of Use
6. Enter personal information
7. Create username and password
8. Set up security features

Update Your Beneficiaries in Vanguard

1. Log on to <https://retirementplans.vanguard.com>
2. Click on the **Profile & account settings icon**
3. Scroll down to the beneficiary information tile
4. Assign a beneficiary for both plans

Update Your Life Insurance Beneficiaries in Employee Self Service (ESS)

1. Log on to Employee Self Service at <https://hrs.getty.edu>
2. Select the **My Benefits** tile
3. Select **Benefits Summary**
4. Select the **Life** tile, **Voluntary Life** tile (if applicable), or **Voluntary AD and D** tile (if applicable)
5. Select **Add Beneficiary** and/or **Update Beneficiary Designation** to update your beneficiaries

Update Your Emergency Contacts in Employee Self Service

1. Log on to Employee Self Service at <https://hrs.getty.edu>
2. Select the **Personal Details** tile
3. Select **Emergency Contacts**
4. Click on the **Plus Sign (+)** to add an Emergency Contact

Change Your Investments in Vanguard

1. Log on to <https://retirementplans.vanguard.com>
2. Click the **Manage my Money** link in the headers.
3. Click **Investments**
4. Click **Select a plan** dropdown and choose DEFINED CONTRIBUTION RETIREMENT PLAN or EMPLOYEE INVESTMENT PLAN
5. Scroll down the page, and click the **change how my money's is invested** link

Change Your Contribution in Vanguard

1. Log on to <https://retirementplans.vanguard.com>
2. Click the **Manage my money** link in the headers
3. Click on contributions
3. In the **Plan name** dropdown, choose **THE J. PAUL GETTY TRUST EMPLOYEE INVESTMENT PLAN**
4. Click the **Change my contribution amount** button

For questions, contact Human Resources at hr@getty.edu or ext. 6523. You may call Vanguard at 800-523-1188.