

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 **Let's go** button
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 the **My Profile** link
3. Select the **Beneficiary** tab

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. Scroll down the page, and click the **change how your money is invested** link
5. On **Change investments** page, click **Select a plan** dropdown and choose DEFINED CONTRIBUTION RETIREMENT PLAN or EMPLOYEE INVESTMENT PLAN
6. Click the **Change current investment mix** tile

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 **Contributions**
4. Scroll down the page, and click the **change how your money is invested** link
5. On **Change investments** page, click **Select a plan** dropdown and choose DEFINED CONTRIBUTION RETIREMENT PLAN or EMPLOYEE INVESTMENT PLAN
6. Click the **Change paycheck investment mix** tile

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