The J. Paul Getty Trust

Human Resources
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# 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. Click the **SIGN UP FOR ONLINE ACCESS** 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 user name and password
8. Set up security features

## Update Your Beneficiaries in Vanguard

1. Log on to https://retirementplans.vanguard.com
2. Click the **MENU** button in the top left corner
3. Select **My Profile**
4. Select **Beneficiaries**

Tip: See your Benefit Statement on ESS for a list of your assigned beneficiaries.

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

1. Log on to Employee Self Service at http://go/selfservice
2. Select **My Benefits**
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

Tip: See your Benefit Statement on ESS for a list of your assigned beneficiaries.

## Update Your Emergency Contacts in Employee Self Service

1. Log on to Employee Self Service at http://go/selfservice
2. Select **Personal Details**
3. Select **Emergency Contacts**
4. Click on the **Plus Sign (+)** to add an Emergency Contact

## Change Your Investments in Vanguard

1. Log on to www.vanguard.com
2. Select **MANAGE MY MONEY**
3. Select **Change my investments** under EMPLOYEE INVESTMENT PLAN or DEFINED CONTRIBUTION RETIREMENT PLAN

## Change Your Contribution in Vanguard

1. Log on to www.vanguard.com
2. Select **MANAGE MY MONEY**
3. Select **Change my paycheck deduction** under **EMPLOYEE INVESTMENT PLAN**

For questions, contact Human Resources at hr@getty.edu or ext. 6523.