

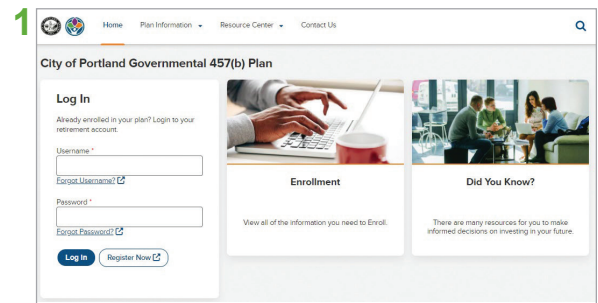
# How to designate your beneficiary online in just 3 easy steps

## Step 1

Go to [prime.beready2retire.com](https://prime.beready2retire.com) and log in to your account.

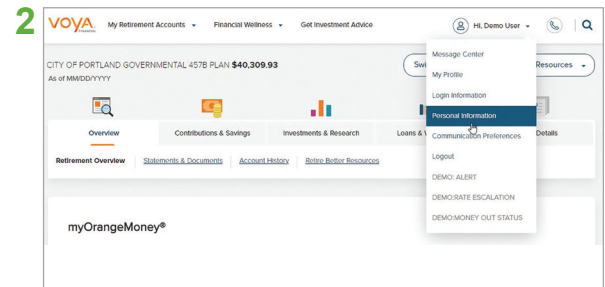
To access your account for the first time:

- Click *Register Now* in the login section.
- Verify your identity by answering a few questions. If you already have a PIN, simply click *I have a PIN*.
- Follow the instructions on the next screen to complete your registration; create a username and password for ongoing online and **Voya Retire** mobile app access.



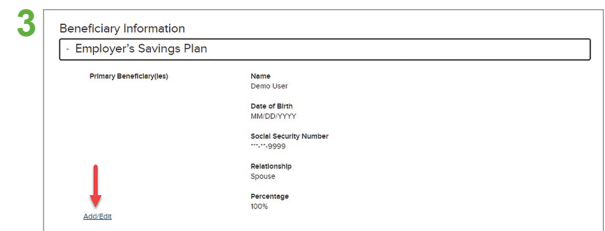
## Step 2

Go to the drop-down menu next to your name in the top right corner > select *Personal Information* > scroll down to *Beneficiary Information* > click *Add/Edit*.



## Step 3

Follow the prompts to add a beneficiary or to change existing beneficiary information. Click on the word **“save”** so your changes get recorded.



## Need help?

Your local financial professional team, the- Lewis-Stefani Group, is available to help.

Call **800.238.6281** or **503.937.0378** or email at [deferredcomp@lewis-stefani.com](mailto:deferredcomp@lewis-stefani.com).

You can also schedule an appointment online at [booknow.so/Lewis-Stefani-Group](https://booknow.so/Lewis-Stefani-Group).

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