

## Update an Existing Beneficiary

This guide shows how you (as a member or pensioner) can update an existing beneficiary. **These changes to your beneficiaries will supersede any previous designations.** Therefore, if you want to designate more than one beneficiary, you must include all of them before you submit your updates. You can change the beneficiary designation for your death benefit at any time.

When you become a member of NYSLRS, you designate one or more beneficiaries on your membership application. These beneficiaries may be entitled to a benefit upon your death. Since payment is made to the last beneficiaries you designate, it is important to periodically review your beneficiary information to make sure your designations reflect your desires.

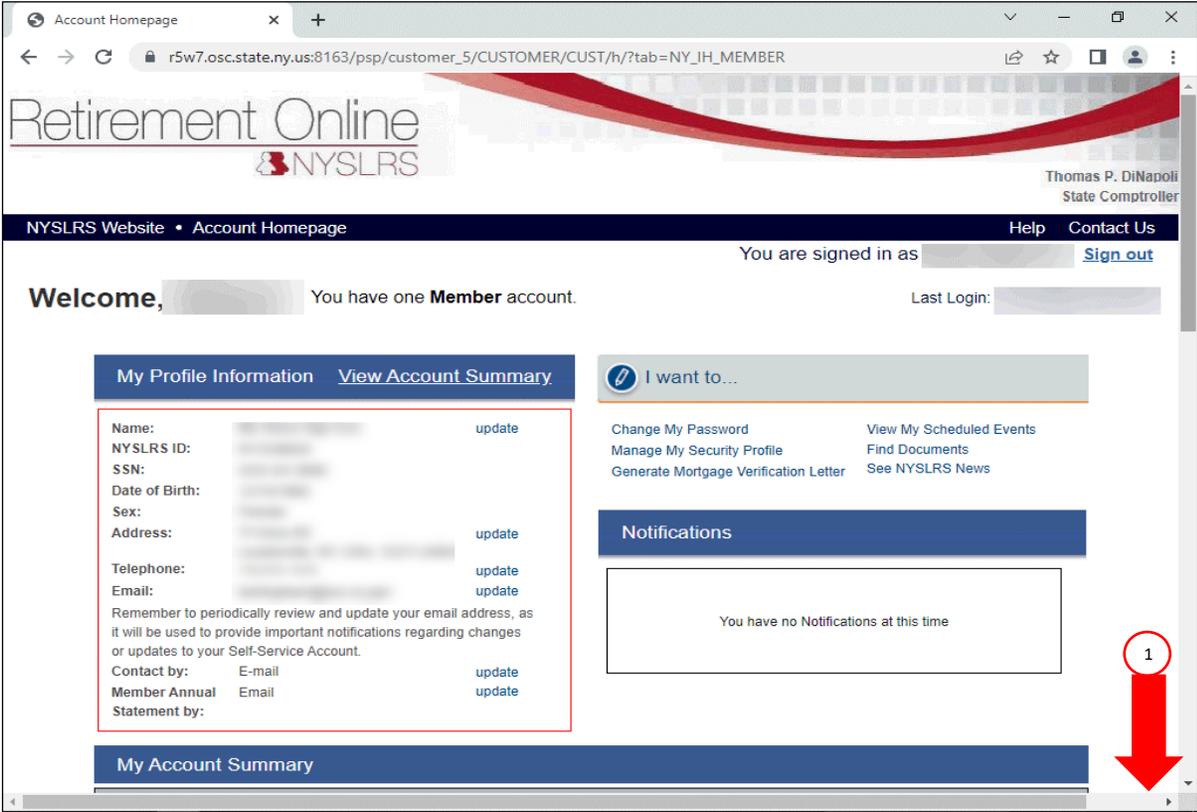
You may designate any person, trust or organization to receive your ordinary death benefit — it does not have to be a family member.

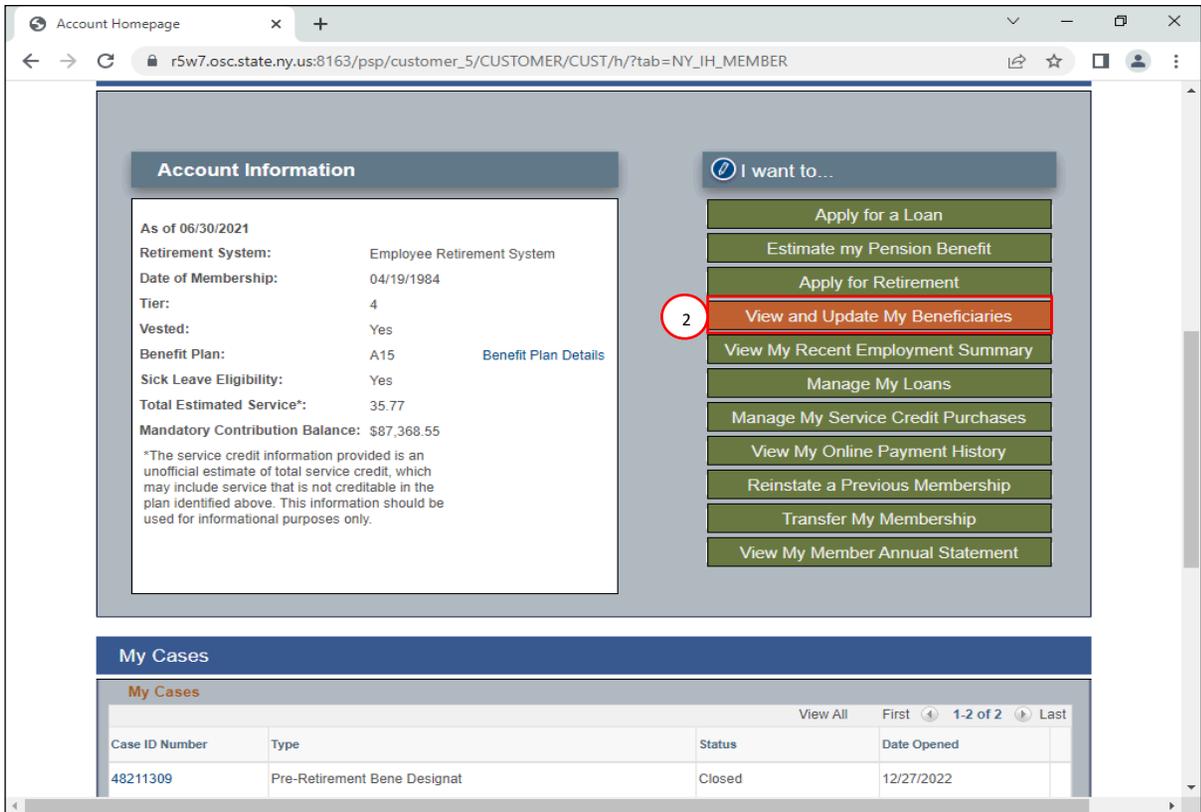
There are two kinds of beneficiaries — primary and contingent.

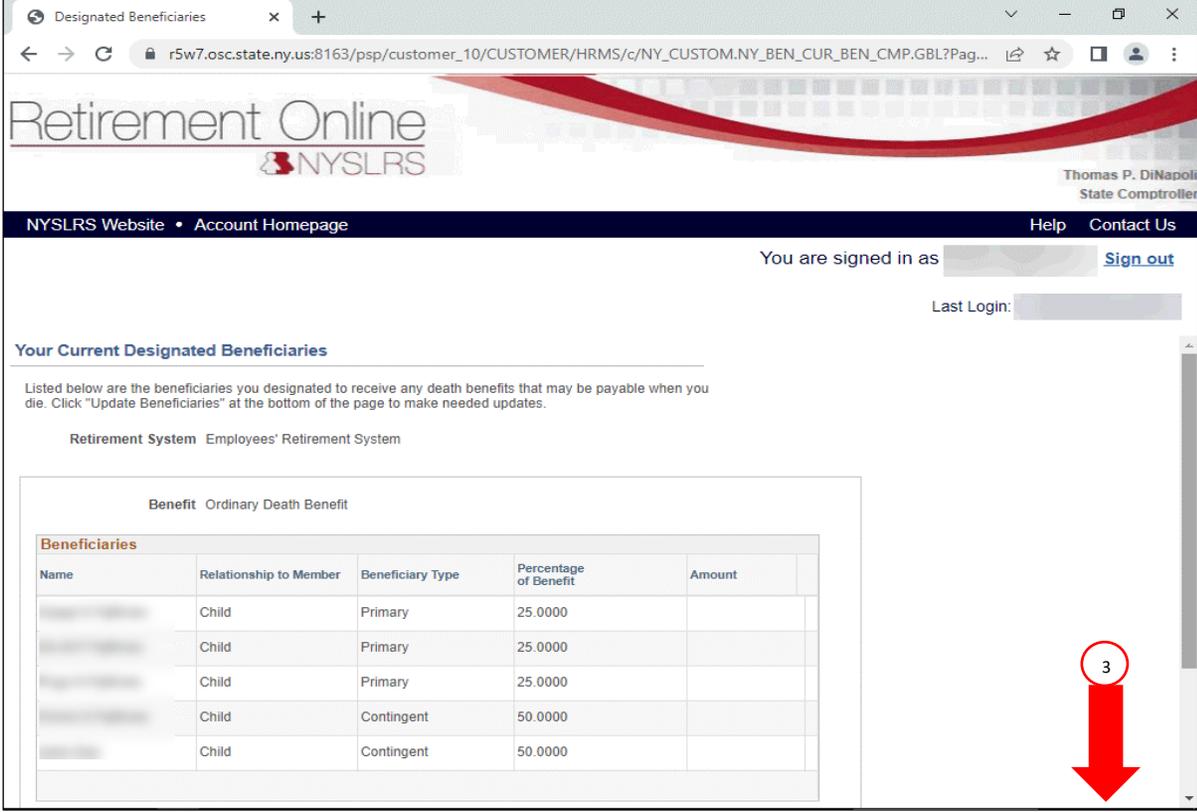
A **primary beneficiary** is the person who receives your death benefit. If you name more than one primary beneficiary, each will share the benefit equally, unless you indicate specific percentages totaling 100 percent are to be paid (e.g., John Doe, 50 percent; Jane Doe, 25 percent; and Mary Doe, 25 percent).

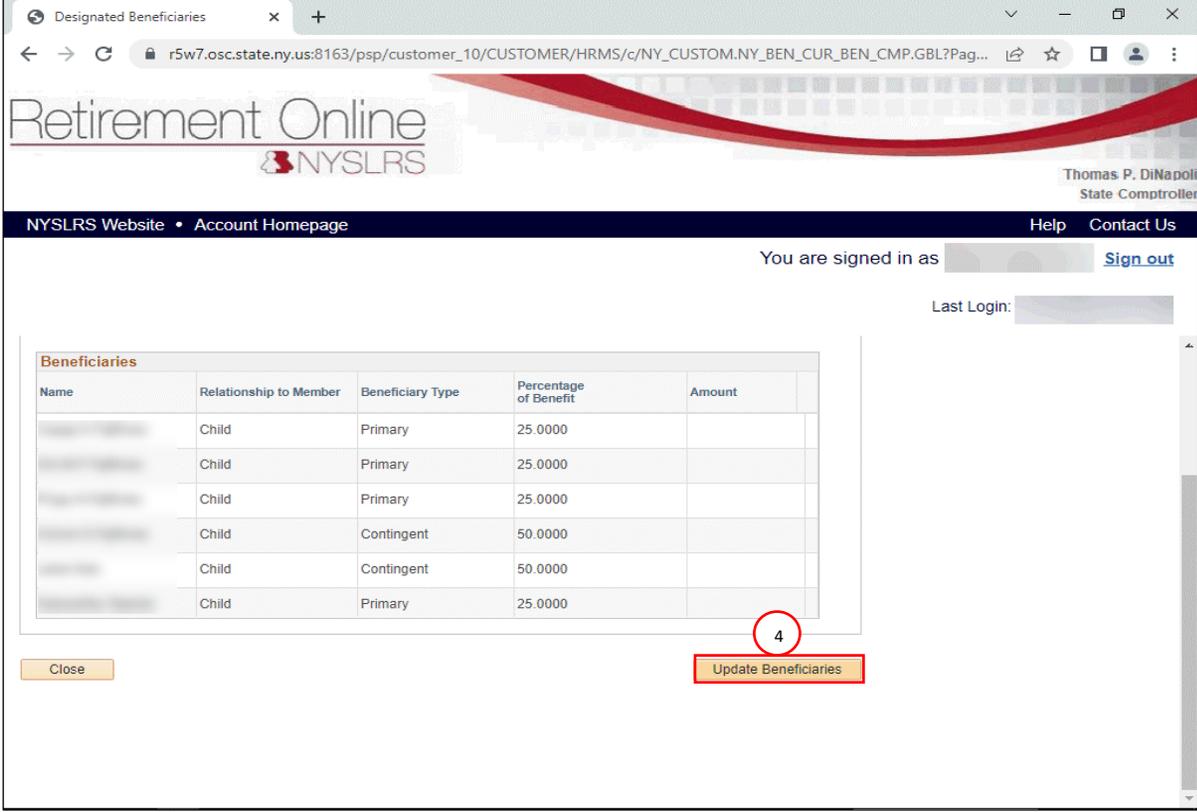
A **contingent beneficiary** will receive your death benefit only if all the primary beneficiaries die before you. Multiple contingent beneficiaries will share the benefit equally, unless you indicate specific percentages are to be paid.

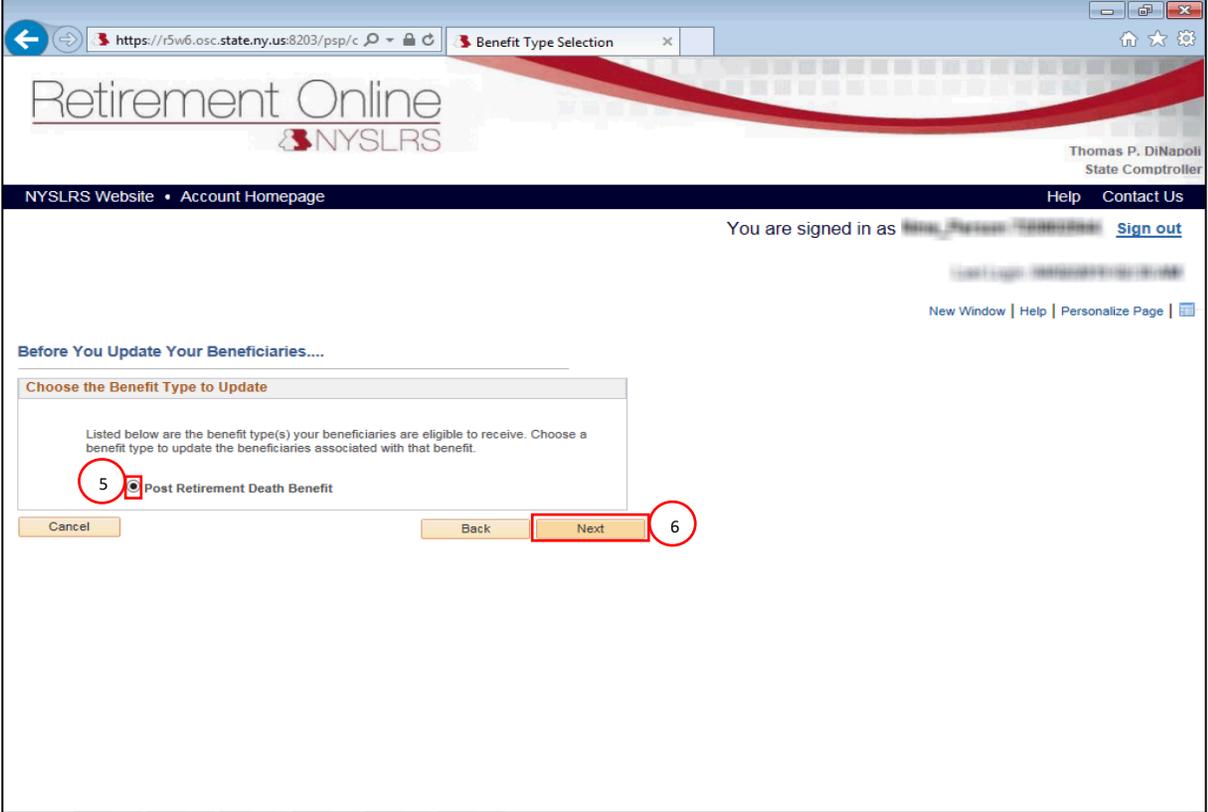
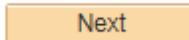
If you choose not to submit your beneficiary designation through *Retirement Online*, you will have to mail your beneficiary designation to NYSLRS. No change becomes effective until we have received and approved your completed form. Please note that we must reject any Designation of Beneficiary form we receive after a member or pensioner dies — even if the form was properly completed prior to their death.

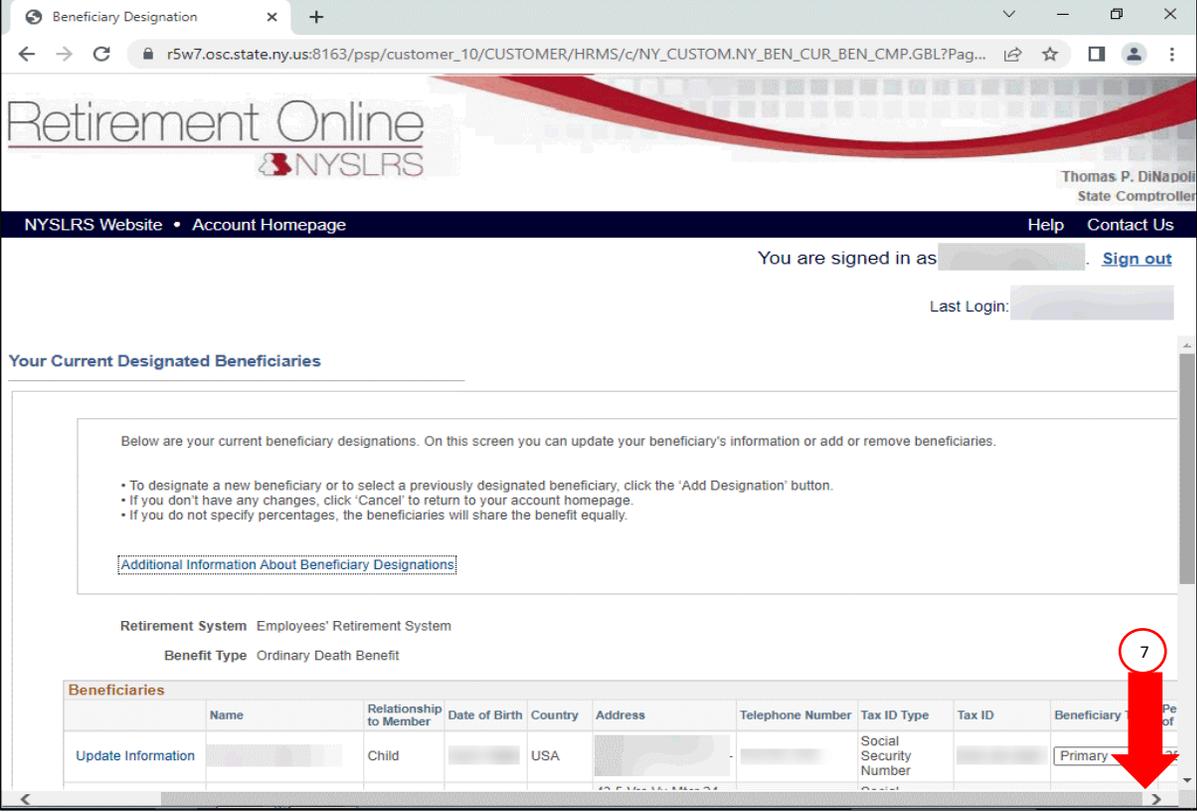
Step	Action	
<p>1.</p>	<p>On your <i>Retirement Online Account Homepage</i>, <b>scroll down</b> until you see the 'My Account Summary' section.</p>	 <p>The screenshot shows a web browser window titled "Account Homepage" with the URL "r5w7.osc.state.ny.us:8163/psp/customer_5/CUSTOMER/CUST/h/?tab=NY_IH_MEMBER". The page header includes "Retirement Online" and "NYS LRS" logo, and identifies the user as "Thomas P. DiNapoli, State Comptroller". The main content area shows a "Welcome" message and a "My Profile Information" section with fields for Name, NYSLRS ID, SSN, Date of Birth, Sex, Address, Telephone, and Email, each with an "update" link. Below this is a "My Account Summary" section. A red box highlights the "My Account Summary" section, and a red arrow with the number "1" points to the bottom of the page.</p>

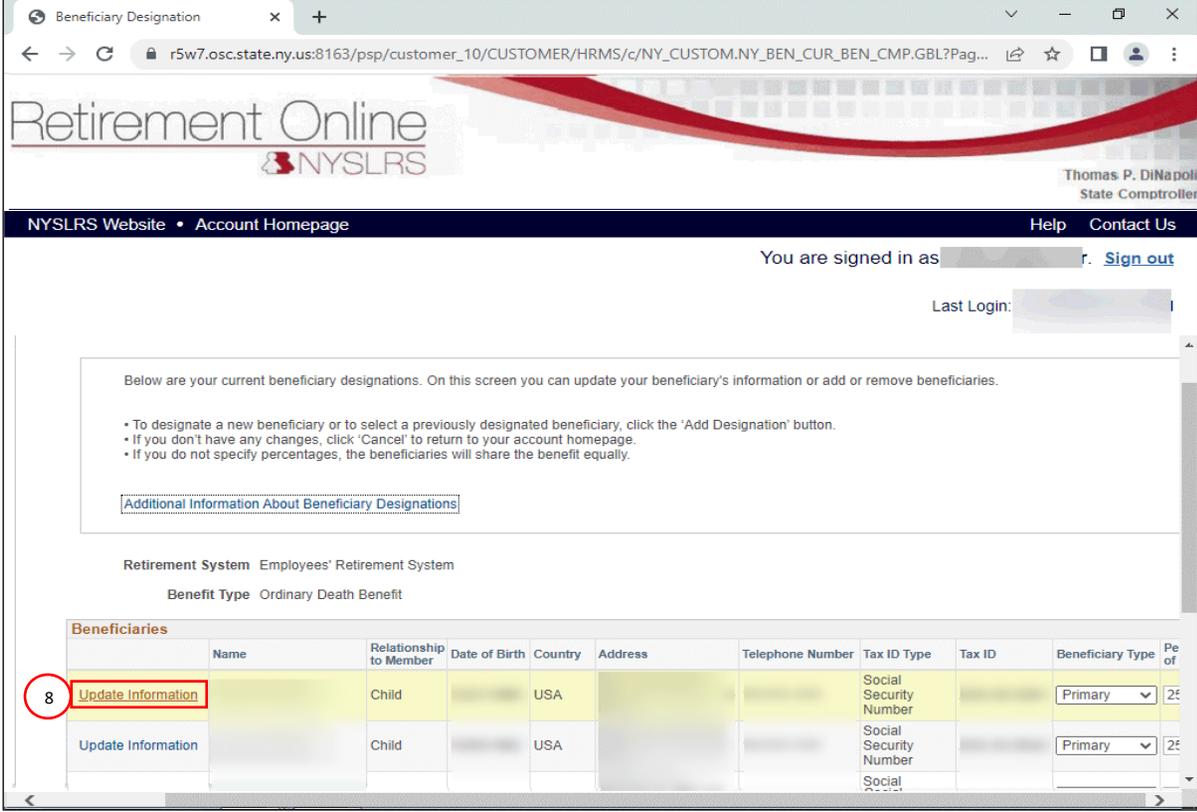
Step	Action	
2.	<p>In the 'My Account Summary' section, under 'I want to...', click the <b>View and Update My Beneficiaries</b> button.</p> <p><a href="#">View and Update My Beneficiaries</a></p>	 <p>The screenshot shows a web browser window titled 'Account Homepage' with the URL 'r5w7.osc.state.ny.us:8163/psp/customer_5/CUSTOMER/CUST/h/?tab=NY_IH_MEMBER'. The page is divided into two main sections. On the left is the 'Account Information' section, which includes details such as 'As of 06/30/2021', 'Retirement System: Employee Retirement System', 'Date of Membership: 04/19/1984', 'Tier: 4', 'Vested: Yes', 'Benefit Plan: A15', 'Sick Leave Eligibility: Yes', 'Total Estimated Service*: 35.77', and 'Mandatory Contribution Balance: \$87,368.55'. On the right is the 'I want to...' section, which contains a vertical list of buttons: 'Apply for a Loan', 'Estimate my Pension Benefit', 'Apply for Retirement', 'View and Update My Beneficiaries' (highlighted with a red box and a circled '2'), 'View My Recent Employment Summary', 'Manage My Loans', 'Manage My Service Credit Purchases', 'View My Online Payment History', 'Reinstate a Previous Membership', 'Transfer My Membership', and 'View My Member Annual Statement'. Below these sections is a 'My Cases' section with a table containing one case: Case ID Number 48211309, Type Pre-Retirement Bene Designat, Status Closed, and Date Opened 12/27/2022.</p>

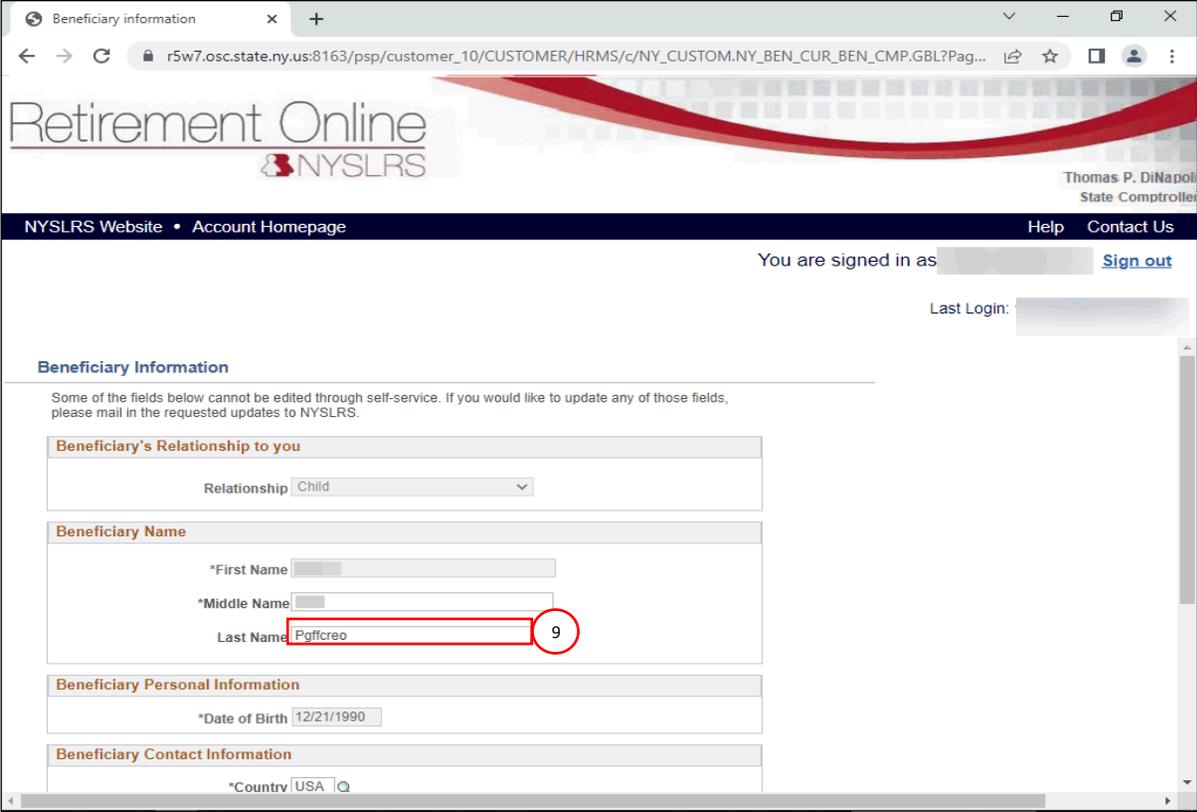
Step	Action																														
3.	<p>The <i>Your Current Designated Beneficiaries</i> page will appear, review your current beneficiaries. If changes are needed, scroll down to reach the <b>Update Beneficiaries</b> button.</p>  <p>The screenshot shows a web browser window with the URL <code>r5w7.osc.state.ny.us:8163/psp/customer_10/CUSTOMER/HRMS/c/NY_CUSTOM.NY_BEN_CUR_BEN_CMP.GBL?Pag...</code>. The page title is "Designated Beneficiaries". The header includes "Retirement Online" and "NYSLRS". The user is signed in as "Thomas P. DiNapoli, State Comptroller". The page content includes a navigation bar with "NYSLRS Website" and "Account Homepage", and a "Help Contact Us" link. The main heading is "Your Current Designated Beneficiaries". Below this, there is a note: "Listed below are the beneficiaries you designated to receive any death benefits that may be payable when you die. Click 'Update Beneficiaries' at the bottom of the page to make needed updates." The page is for the "Employees' Retirement System". A table titled "Beneficiaries" is shown with the following data:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Relationship to Member</th> <th>Beneficiary Type</th> <th>Percentage of Benefit</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>Child</td> <td>Primary</td> <td>25.0000</td> <td></td> </tr> <tr> <td>[Redacted]</td> <td>Child</td> <td>Primary</td> <td>25.0000</td> <td></td> </tr> <tr> <td>[Redacted]</td> <td>Child</td> <td>Primary</td> <td>25.0000</td> <td></td> </tr> <tr> <td>[Redacted]</td> <td>Child</td> <td>Contingent</td> <td>50.0000</td> <td></td> </tr> <tr> <td>[Redacted]</td> <td>Child</td> <td>Contingent</td> <td>50.0000</td> <td></td> </tr> </tbody> </table>	Name	Relationship to Member	Beneficiary Type	Percentage of Benefit	Amount	[Redacted]	Child	Primary	25.0000		[Redacted]	Child	Primary	25.0000		[Redacted]	Child	Primary	25.0000		[Redacted]	Child	Contingent	50.0000		[Redacted]	Child	Contingent	50.0000	
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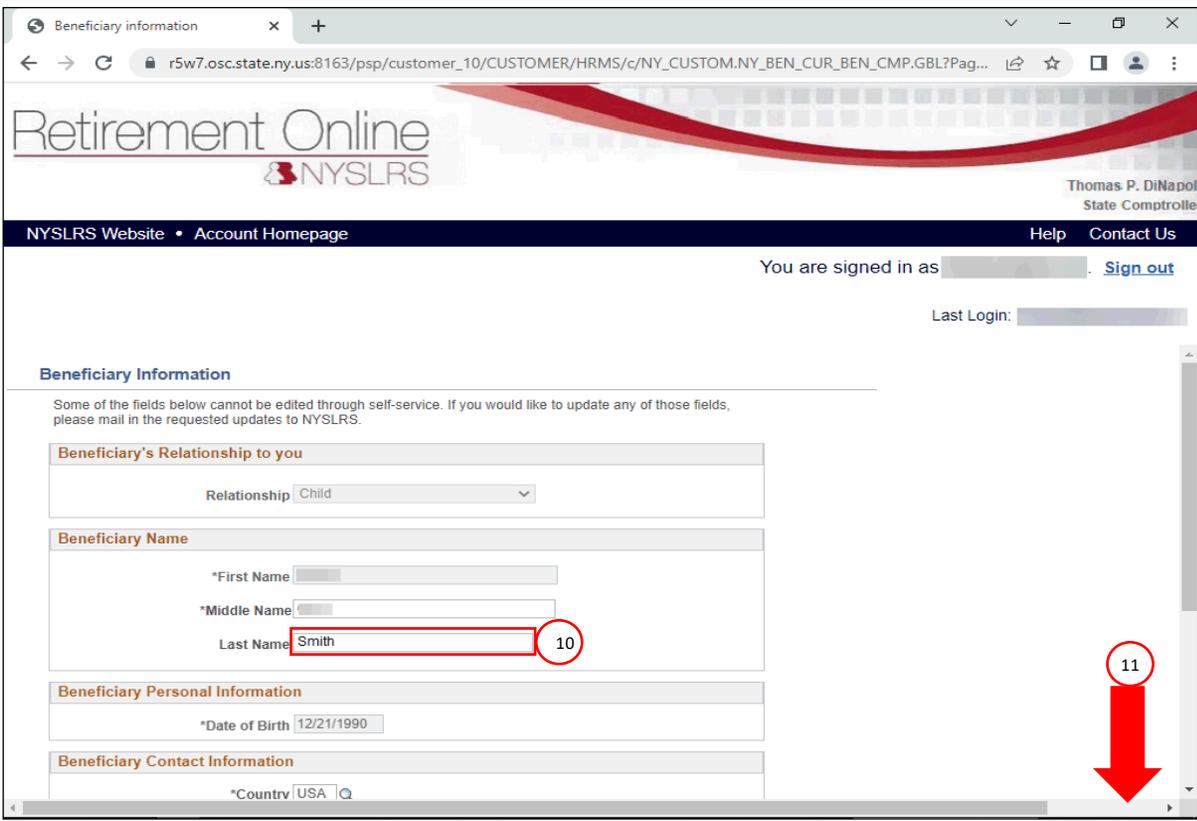
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<p>4.</p>	<p>Click the <b>Update Beneficiaries</b> button.</p>  <p>The screenshot shows a web browser window with the URL <code>r5w7.osc.state.ny.us:8163/psp/customer_10/CUSTOMER/HRMS/c/NY_CUSTOM.NY_BEN_CUR_BEN_CMP.GBL?Pag...</code>. The page title is "Designated Beneficiaries". The header includes "Retirement Online" and "NYSLRS". The user is signed in as "Thomas P. DiNapoli, State Comptroller". Below the header is a navigation bar with "NYSLRS Website • Account Homepage", "Help", and "Contact Us". The main content area shows "You are signed in as" with a profile picture and a "Sign out" link. Below this is a "Last Login:" field. The primary content is a table titled "Beneficiaries" with the following data:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Relationship to Member</th> <th>Beneficiary Type</th> <th>Percentage of Benefit</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>Child</td> <td>Primary</td> <td>25.0000</td> <td></td> </tr> <tr> <td>[Redacted]</td> <td>Child</td> <td>Primary</td> <td>25.0000</td> <td></td> </tr> <tr> <td>[Redacted]</td> <td>Child</td> <td>Primary</td> <td>25.0000</td> <td></td> </tr> <tr> <td>[Redacted]</td> <td>Child</td> <td>Contingent</td> <td>50.0000</td> <td></td> </tr> <tr> <td>[Redacted]</td> <td>Child</td> <td>Contingent</td> <td>50.0000</td> <td></td> </tr> <tr> <td>[Redacted]</td> <td>Child</td> <td>Primary</td> <td>25.0000</td> <td></td> </tr> </tbody> </table> <p>At the bottom of the table, there is a "Close" button on the left and an "Update Beneficiaries" button on the right, which is circled in red in the original image.</p>	Name	Relationship to Member	Beneficiary Type	Percentage of Benefit	Amount	[Redacted]	Child	Primary	25.0000		[Redacted]	Child	Primary	25.0000		[Redacted]	Child	Primary	25.0000		[Redacted]	Child	Contingent	50.0000		[Redacted]	Child	Contingent	50.0000		[Redacted]	Child	Primary	25.0000	
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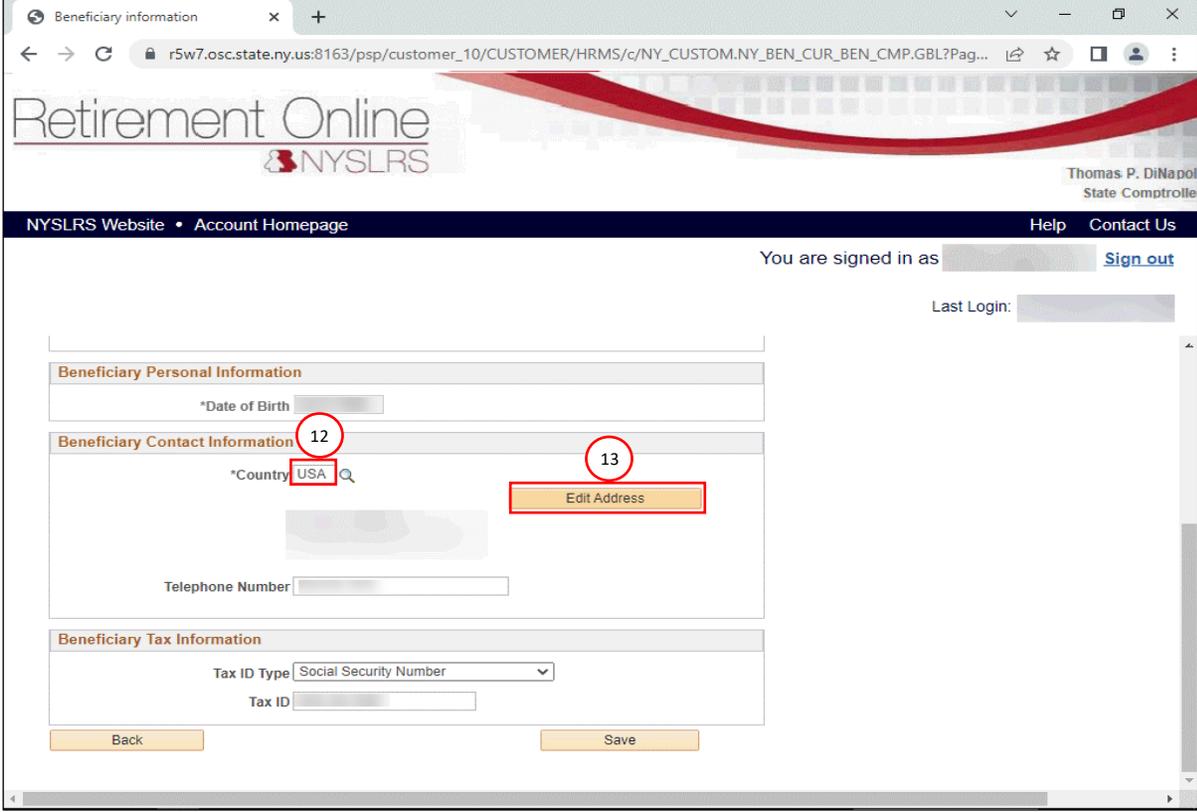
Step	Action	
5.	<p>The <i>Choose the Benefit Type to Update</i> page will appear, select the appropriate <b>Beneficiary Type option</b>.</p>  <p><b>Note:</b> This option may not appear for all users, this will appear for users with the option to select the type of beneficiary to update.</p>	
6.	<p>Click the <b>Next</b> button.</p> 	

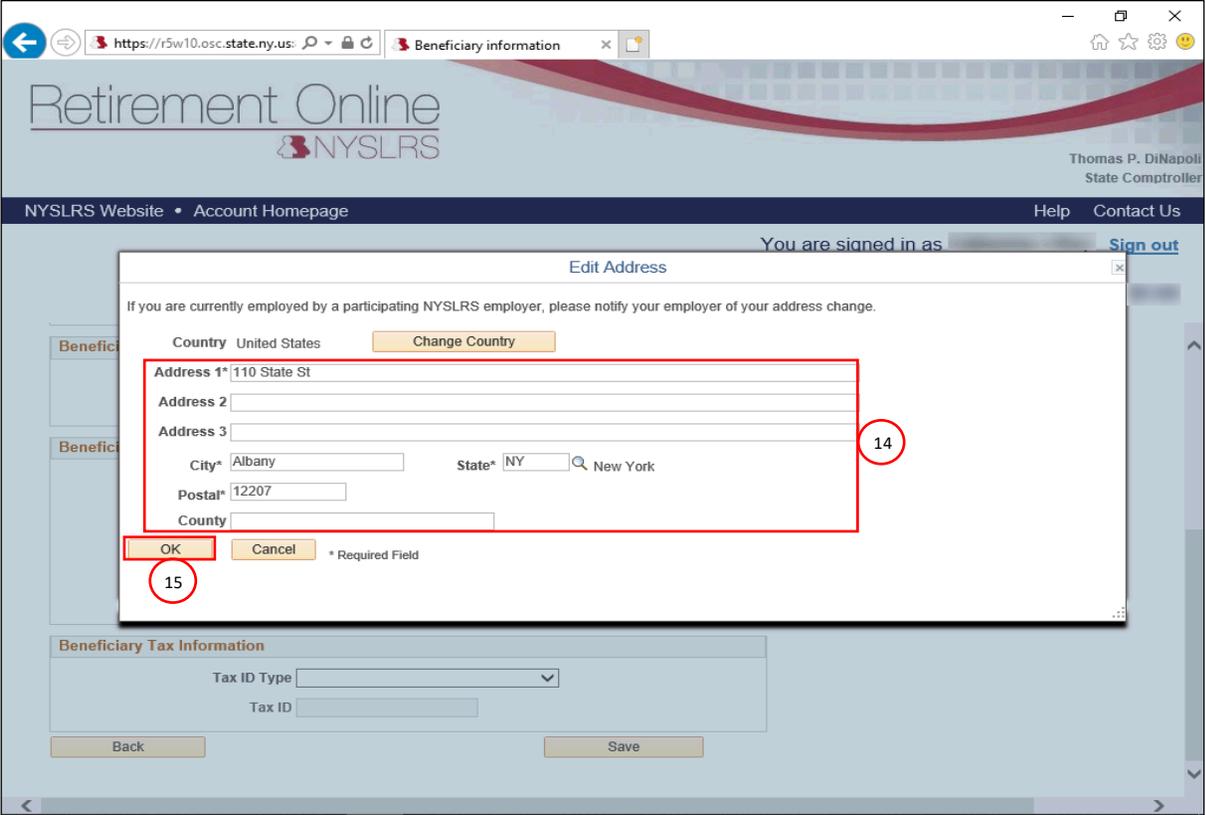
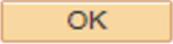
Step	Action	
7.	The <i>Your Current Designated Beneficiaries</i> page will appear. <b>Scroll down</b> until you see the 'Beneficiaries' section.	 <p>The screenshot shows the 'Your Current Designated Beneficiaries' page on the NYSLRS website. The page includes a header with the NYSLRS logo and navigation links. Below the header, there is a section titled 'Your Current Designated Beneficiaries' with instructions on how to manage beneficiary designations. A table lists the current beneficiary designations. The table has columns for Name, Relationship to Member, Date of Birth, Country, Address, Telephone Number, Tax ID Type, Tax ID, and Beneficiary Type. One beneficiary is listed with the relationship 'Child' and the type 'Primary'. A red arrow points to the 'Primary' dropdown menu in the table, which is labeled with a circled '7'.</p>

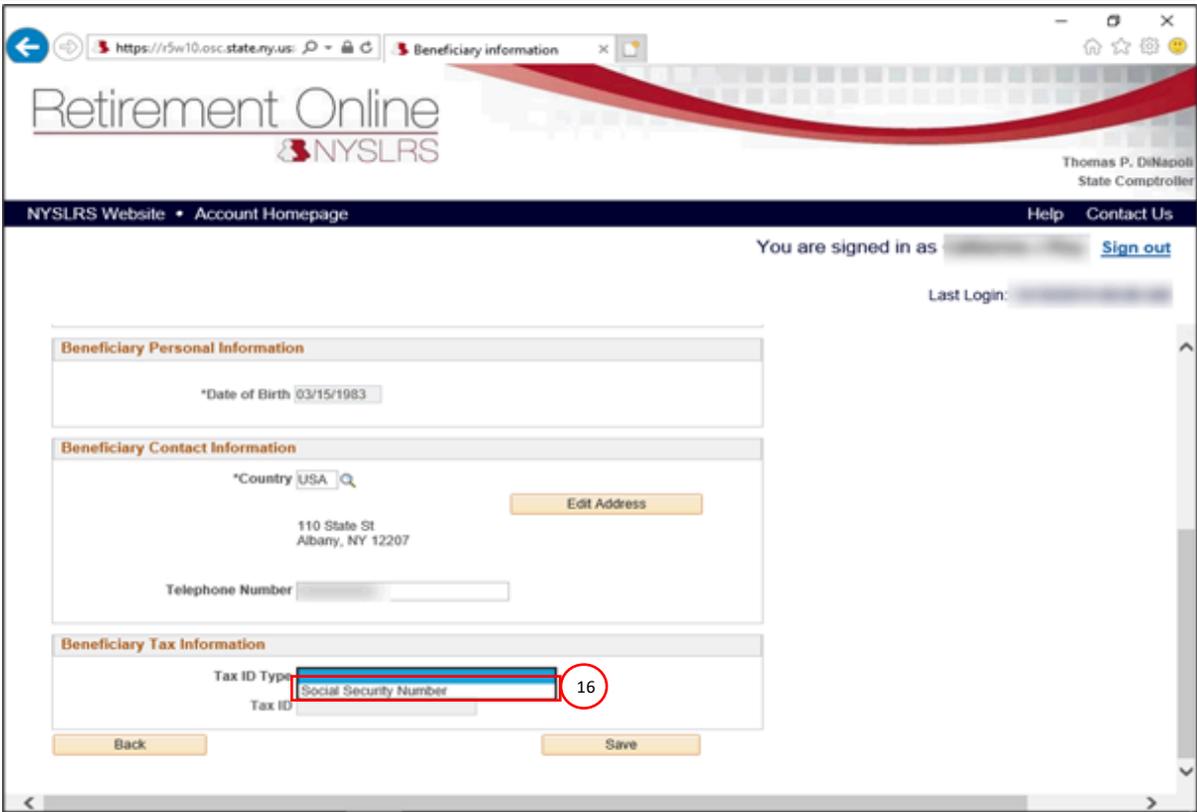
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<p>8.</p>	<p>Click the <b>Update Information</b> link next to the beneficiary you want to update.</p> <div data-bbox="268 358 508 453" style="border: 1px solid black; background-color: #ffffcc; padding: 5px; text-align: center;"> <p><a href="#">Update Information</a></p> </div>	 <p>The screenshot shows the 'Beneficiary Designation' page on the NYSLRS website. It includes a navigation bar, a user login status, and a table of beneficiaries. The table has columns for Name, Relationship to Member, Date of Birth, Country, Address, Telephone Number, Tax ID Type, Tax ID, Beneficiary Type, and Percentage of Benefit. Two beneficiaries are listed, both as 'Child' with a 'Primary' beneficiary type. The first 'Update Information' link in the table is circled in red.</p> <table border="1" data-bbox="745 820 1879 998"> <thead> <tr> <th colspan="11">Beneficiaries</th> </tr> <tr> <th>Name</th> <th>Relationship to Member</th> <th>Date of Birth</th> <th>Country</th> <th>Address</th> <th>Telephone Number</th> <th>Tax ID Type</th> <th>Tax ID</th> <th>Beneficiary Type</th> <th>Percentage of Benefit</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>Child</td> <td>[Redacted]</td> <td>USA</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>Social Security Number</td> <td>[Redacted]</td> <td>Primary</td> <td>25%</td> <td>Update Information</td> </tr> <tr> <td>[Redacted]</td> <td>Child</td> <td>[Redacted]</td> <td>USA</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>Social Security Number</td> <td>[Redacted]</td> <td>Primary</td> <td>25%</td> <td>Update Information</td> </tr> </tbody> </table>	Beneficiaries											Name	Relationship to Member	Date of Birth	Country	Address	Telephone Number	Tax ID Type	Tax ID	Beneficiary Type	Percentage of Benefit	Action	[Redacted]	Child	[Redacted]	USA	[Redacted]	[Redacted]	Social Security Number	[Redacted]	Primary	25%	Update Information	[Redacted]	Child	[Redacted]	USA	[Redacted]	[Redacted]	Social Security Number	[Redacted]	Primary	25%	Update Information
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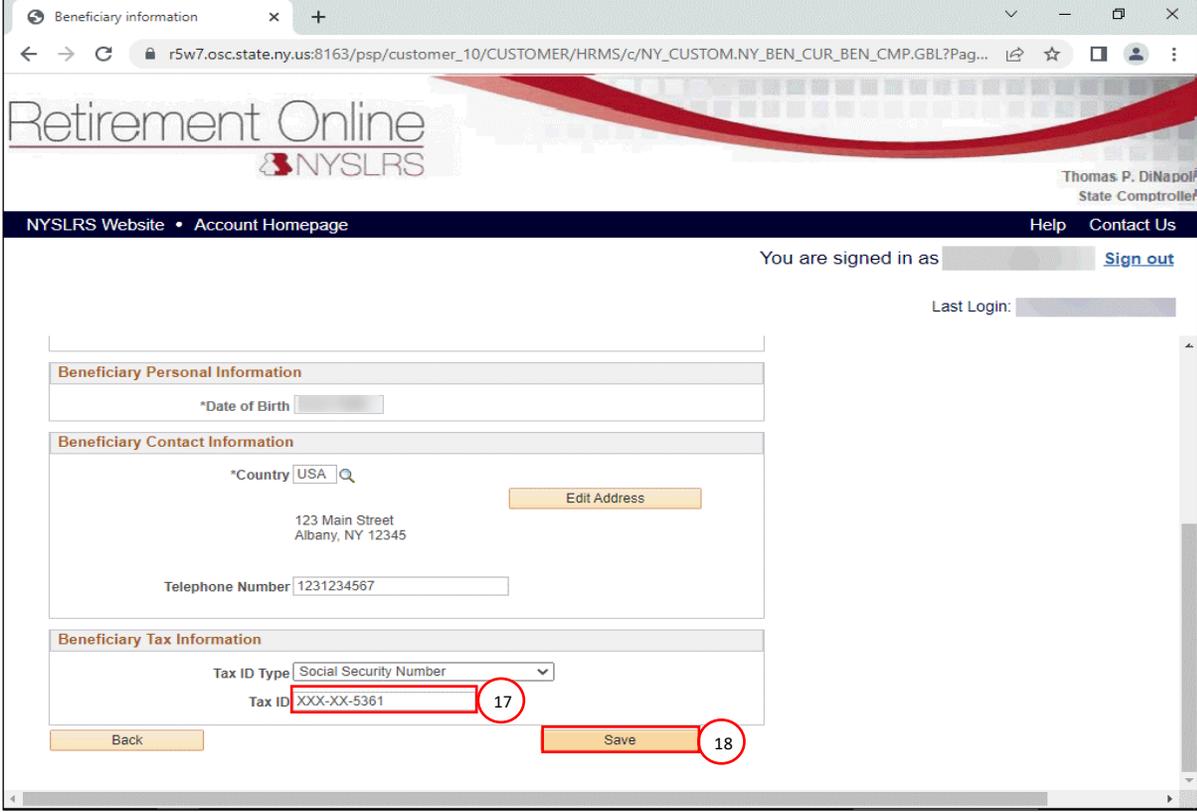
Step	Action	
<p>9.</p>	<p>The <i>Beneficiary Information</i> page will appear, in the 'Beneficiary Name' section, click in the <b>Last Name</b> field and delete the last name, if applicable.</p> <div data-bbox="268 472 596 501" style="border: 1px solid black; width: 156px; height: 18px; margin: 10px 0;"></div> <p><b>Note:</b> Only fields that are not grayed out can be updated. If this information needs to be changed, remove the beneficiary and add a new record with the correct information or contact NYSLRS.</p>	 <p>The screenshot shows the 'Beneficiary Information' page on the NYSLRS website. The page is titled 'Retirement Online' and 'NYSLRS'. The user is signed in as Thomas P. DiNapoli, State Comptroller. The page displays a form for updating beneficiary information. The 'Beneficiary Name' section is highlighted, and the 'Last Name' field, which contains 'Pgffcreo', is circled in red with a '9' next to it, indicating the step to delete the last name. Other fields include 'Relationship' (Child), 'Date of Birth' (12/21/1990), and 'Country' (USA).</p>

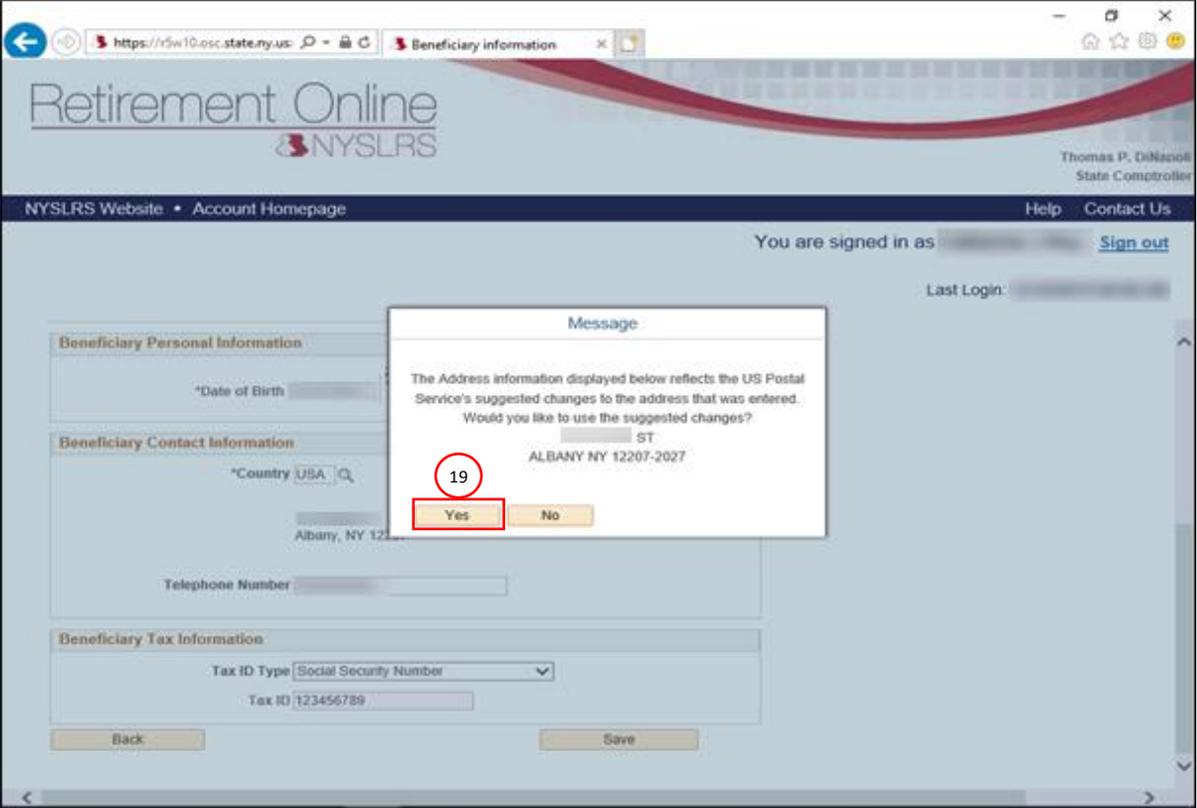
Step	Action	
10	Enter the new last name in the <b>Last Name</b> field. <input data-bbox="262 276 598 308" type="text"/>  <b>Note:</b> You must have a beneficiary last name on file.	 <p>The screenshot shows the 'Beneficiary Information' page on the Retirement Online website. The 'Last Name' field in the 'Beneficiary Name' section is highlighted with a red box and a circled '10'. The page includes sections for 'Beneficiary's Relationship to you', 'Beneficiary Name', 'Beneficiary Personal Information', and 'Beneficiary Contact Information'. A red arrow points to the bottom of the page, with a circled '11' next to it.</p>
11	<b>Scroll down</b> until you see the 'Beneficiary Contact Information' section.	

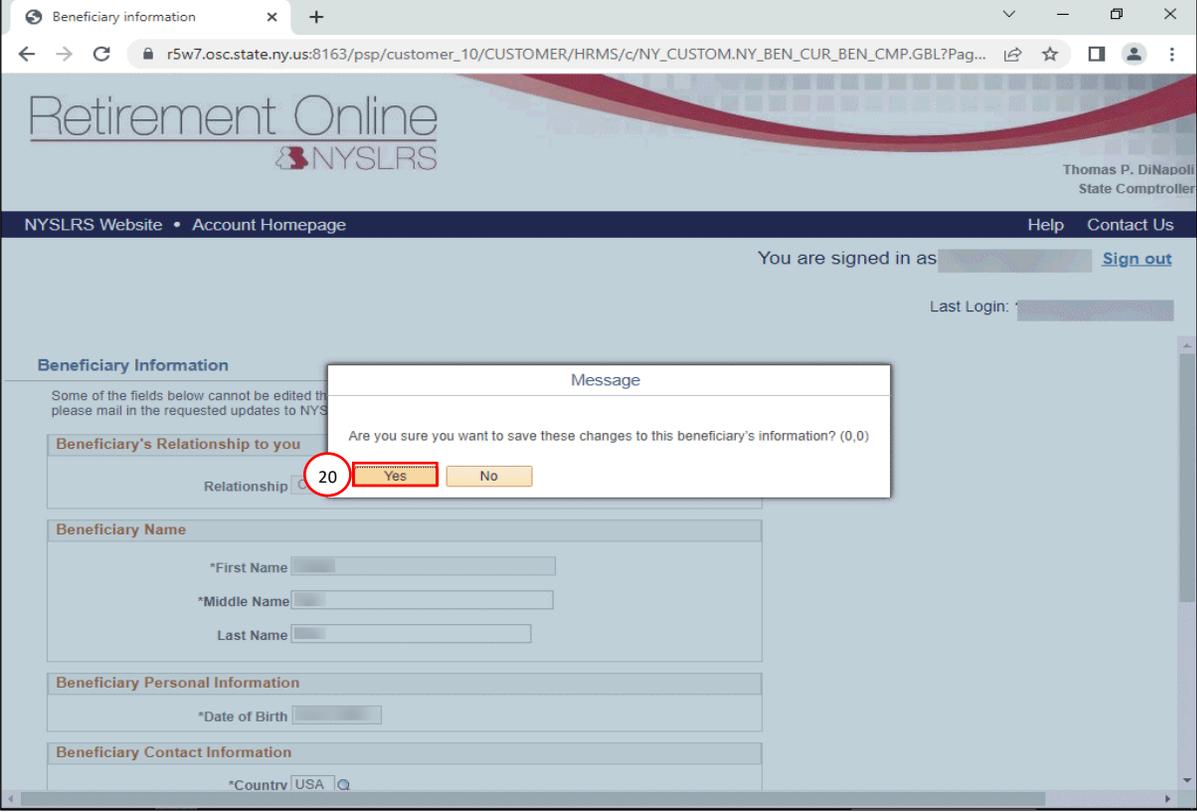
Step	Action	
<p>12.</p>	<p>If your beneficiary has moved to a different country, click in the <b>Country</b> field and enter the new country of the beneficiary.</p> <p><b>Note:</b> You may click the <b>Look Up</b> icon next to the <b>Country</b> field to view a listing of countries.</p>	 <p>The screenshot shows a web browser window with the URL 'r5w7.osc.state.ny.us:8163/psp/customer_10/CUSTOMER/HRMS/c/NY_CUSTOM.NY_BEN_CUR_BEN_CMP.GBL?Pag...'. The page title is 'Retirement Online NYSLRS'. The user is signed in as 'Thomas P. DiNapoli, State Comptroller'. The page content includes sections for 'Beneficiary Personal Information', 'Beneficiary Contact Information', and 'Beneficiary Tax Information'. In the 'Beneficiary Contact Information' section, the 'Country' field is set to 'USA' and is circled with a red '12'. An 'Edit Address' button is circled with a red '13'. There are also 'Back' and 'Save' buttons at the bottom of the form.</p>
<p>13.</p>	<p>Click the <b>Edit Address</b> button to update the address.</p> <p><b>Edit Address</b></p>	

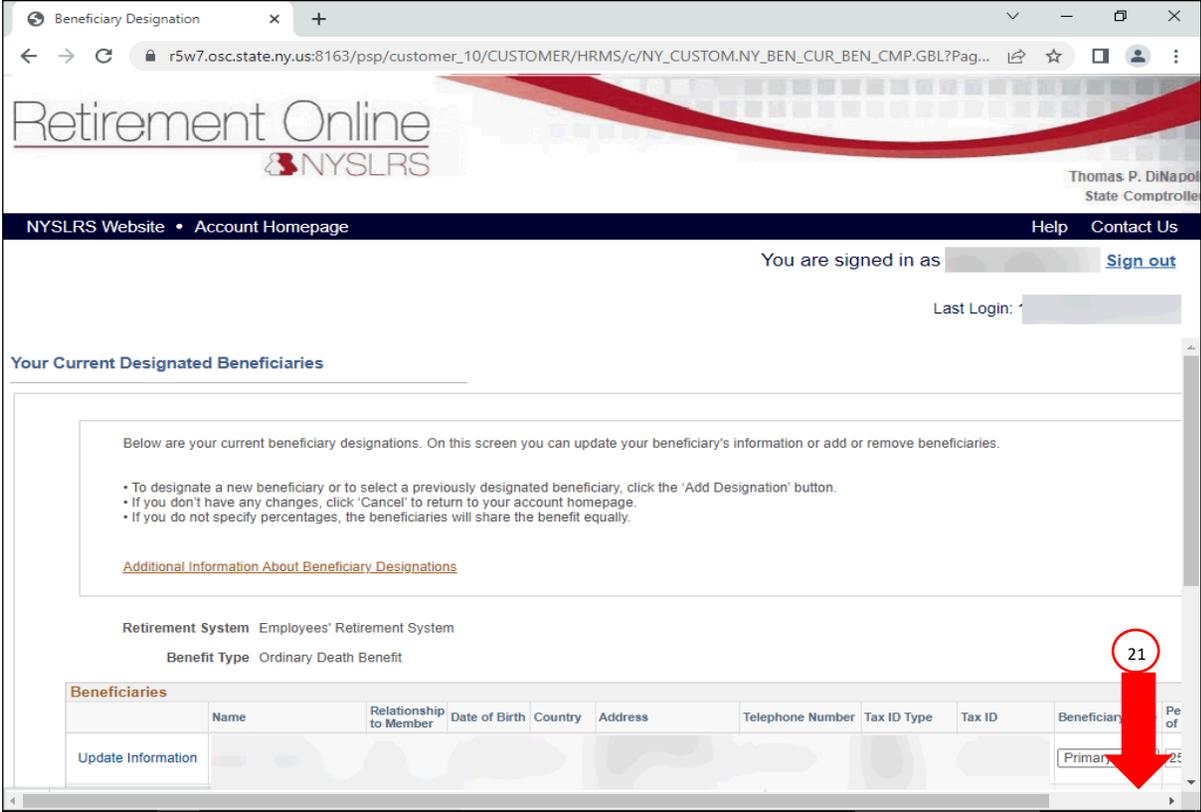
Step	Action	
14.	The 'Edit Address' pop-up will appear, update address information as needed.	
15.	Click the <b>OK</b> button once the updates are completed. 	

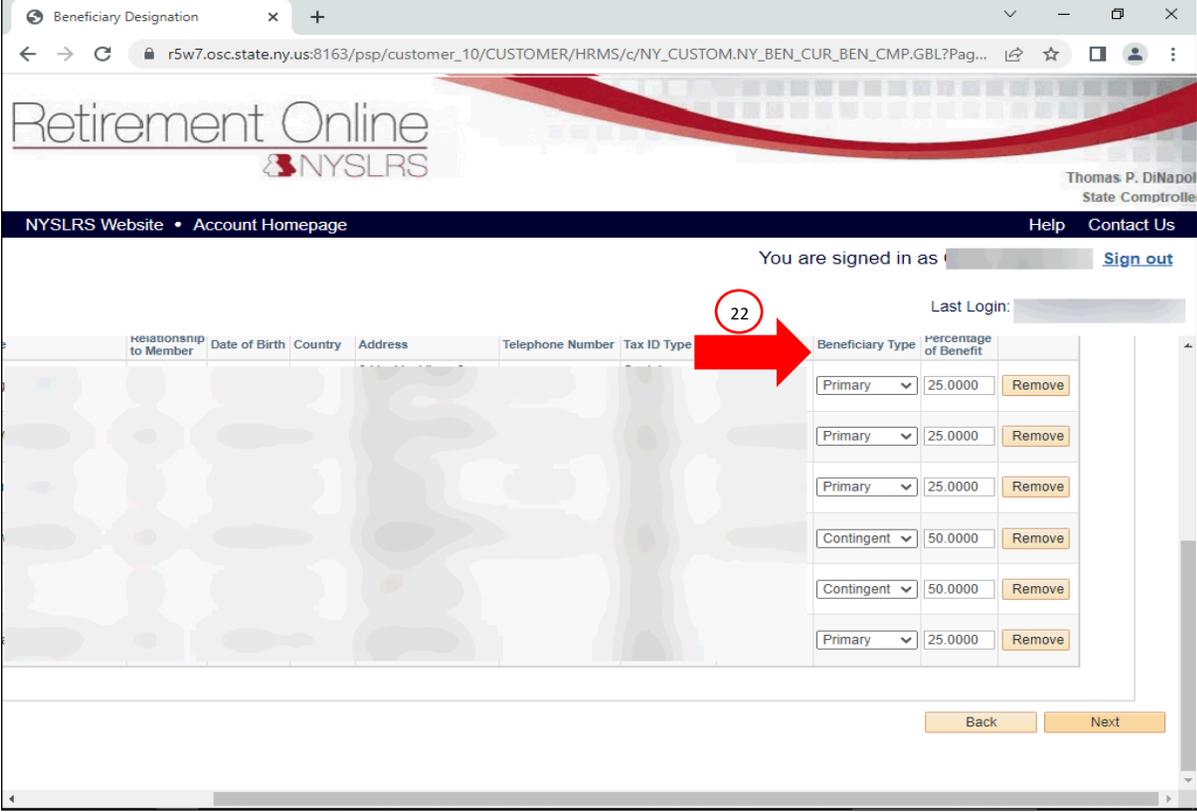
Step	Action
<p>16</p>	<p>In the 'Beneficiary Tax Information' section, select the <b>Tax ID Type</b> drop-down to select a tax ID type.</p> 

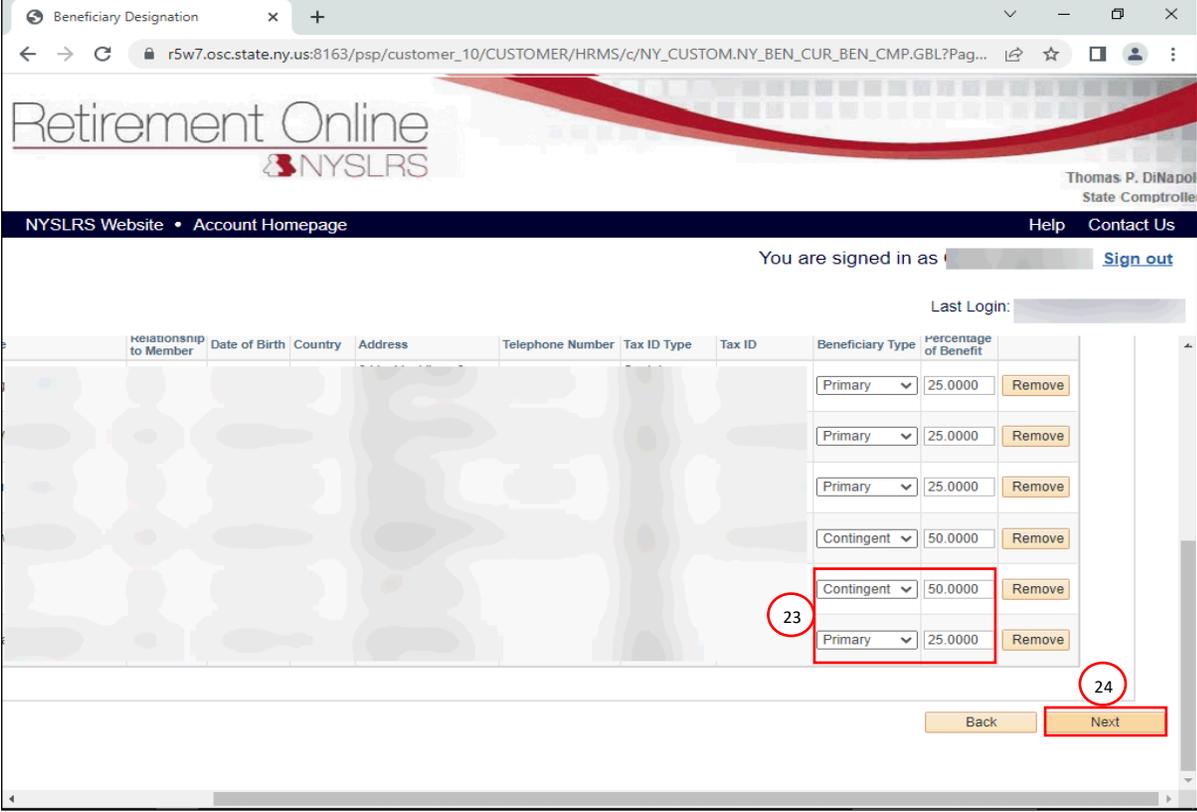
Step	Action	
17	<p>Click in the <b>Tax ID</b> field and enter the Tax ID of the beneficiary.</p> <div data-bbox="264 318 615 354" style="border: 1px solid black; height: 22px; width: 167px;"></div> <p><b>Note:</b> This field is only required if the <b>Tax ID Type</b> drop-down is set to Social Security Number.</p>	 <p>The screenshot shows the 'Beneficiary Tax Information' section of the Retirement Online website. The 'Tax ID Type' dropdown is set to 'Social Security Number'. The 'Tax ID' field contains the value 'XXX-XX-5361' and is circled in red with the number 17. Below the Tax ID field are 'Back' and 'Save' buttons. The 'Save' button is circled in red with the number 18.</p>
18	<p>Once all updates are completed, click the <b>Save</b> button to continue.</p> <div data-bbox="268 724 529 760" style="border: 1px solid orange; padding: 2px 10px; display: inline-block;">Save</div>	

Step	Action	
<p>19</p>	<p>A 'Message' pop-up may appear. Based on the address you entered for your beneficiary, <i>Retirement Online</i> will suggest an address formatted to the United States Postal Service (USPS) specifications or let you know that an address was not found. If a USPS-formatted address is found, clicking the <b>Yes</b> button will update your beneficiary's address with the suggested address. Clicking the <b>No</b> button will keep the address you entered for your beneficiary.</p> <p><b>Note:</b> If an address was not found, click the <b>Yes</b> button to continue or click the <b>No</b> button.</p>	 <p>The screenshot shows the 'Retirement Online' website interface. A 'Message' pop-up dialog box is centered on the screen, containing the following text: 'The Address information displayed below reflects the US Postal Service's suggested changes to the address that was entered. Would you like to use the suggested changes?'. Below the text, the address 'ALBANY NY 12207-2027' is displayed. At the bottom of the dialog box, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box, and the number '19' is circled in red above it. The background of the website shows various form fields for beneficiary information, including 'Date of Birth', 'Country', 'Telephone Number', and 'Tax ID'.</p>

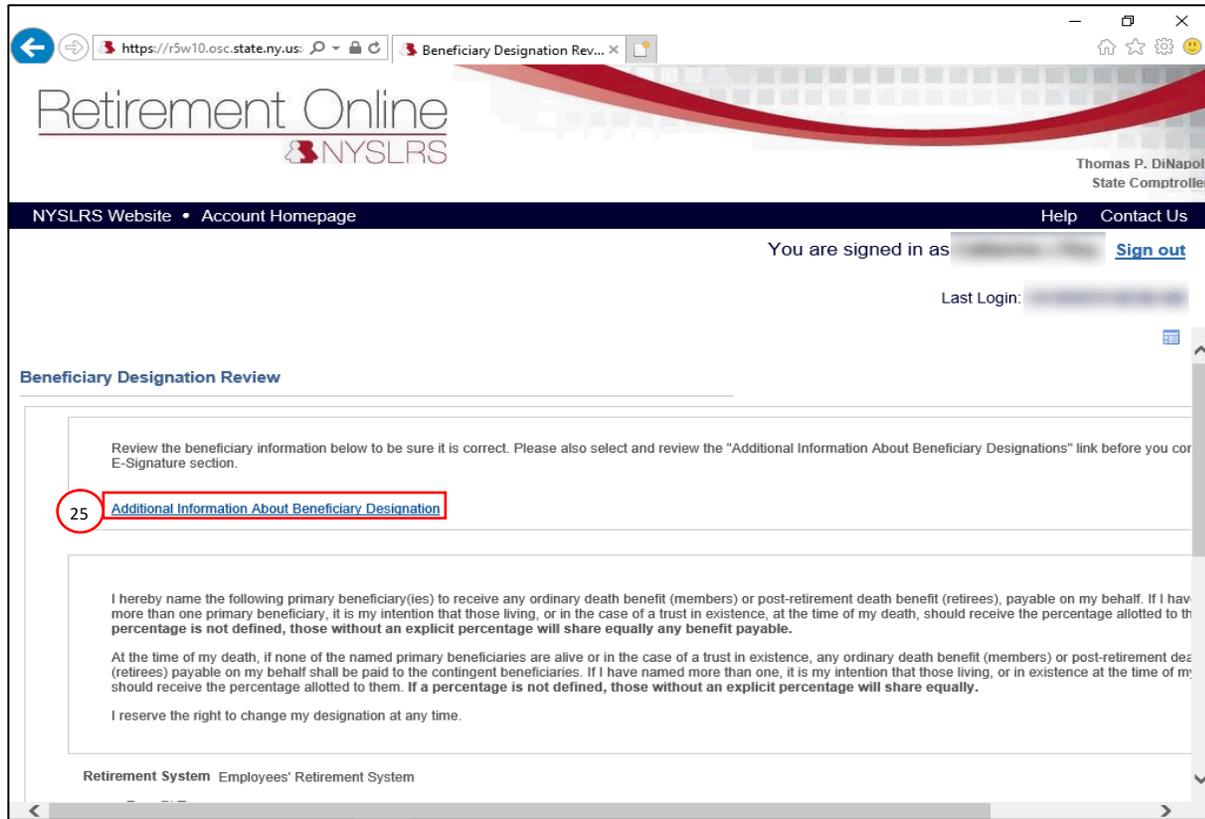
Step	Action	
20.	<p>A 'Message' pop-up will appear. It will ask you if you are sure you want to save these changes to this beneficiary's information. To save the beneficiary's information, click the <b>Yes</b> button.</p>	 <p>The screenshot shows a web browser window titled 'Beneficiary information' with the URL 'r5w7.osc.state.ny.us:8163/psp/customer_10/CUSTOMER/HRMS/c/NY_CUSTOM.NY_BEN_CUR_BEN_CMP.GBL?Pag...'. The page header includes 'Retirement Online' and 'NYSLRS' logo, along with the name 'Thomas P. DiNapoli, State Comptroller'. The user is signed in, and the page title is 'Beneficiary Information'. A 'Message' dialog box is overlaid on the form, asking 'Are you sure you want to save these changes to this beneficiary's information? (0,0)'. The 'Yes' button in the dialog box is circled in red. The form in the background has sections for 'Beneficiary's Relationship to you', 'Beneficiary Name' (with fields for First, Middle, and Last Name), 'Beneficiary Personal Information' (with a field for Date of Birth), and 'Beneficiary Contact Information' (with a field for Country, currently set to USA).</p>

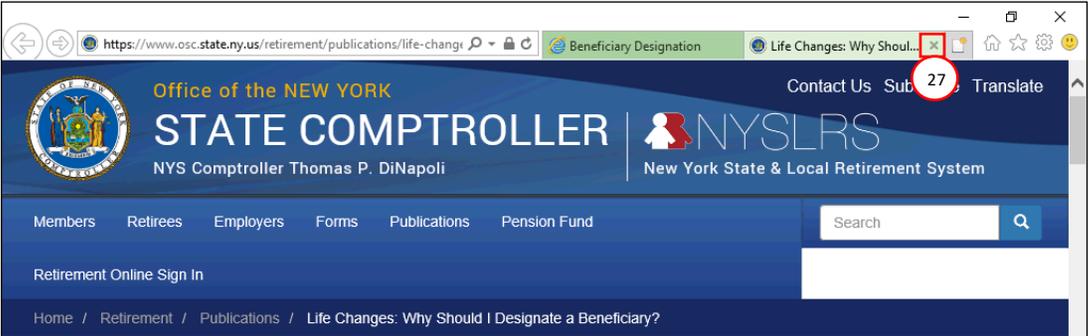
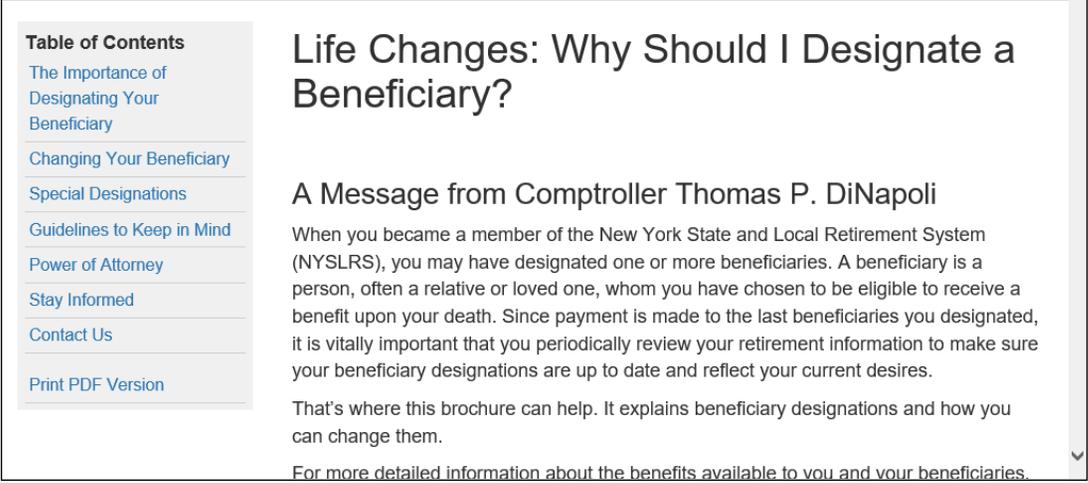
Step	Action	
21.	The <i>Your Current Designated Beneficiaries</i> page will appear. <b>Scroll down</b> until you see the 'Beneficiaries' section.	 <p>The screenshot shows a web browser window titled 'Beneficiary Designation'. The URL is 'r5w7.osc.state.ny.us:8163/psp/customer_10/CUSTOMER/HRMS/c/NY_CUSTOM.NY_BEN_CUR_BEN_CMP.GBL?Pag...'. The page header includes 'Retirement Online' and 'NYSLRS'. The user is signed in as 'Thomas P. DiNapoli, State Comptroller'. The main heading is 'Your Current Designated Beneficiaries'. Below this, there is a text box with instructions: 'Below are your current beneficiary designations. On this screen you can update your beneficiary's information or add or remove beneficiaries.' followed by three bullet points: 'To designate a new beneficiary or to select a previously designated beneficiary, click the 'Add Designation' button.', 'If you don't have any changes, click 'Cancel' to return to your account homepage.', and 'If you do not specify percentages, the beneficiaries will share the benefit equally.' There is a link for 'Additional Information About Beneficiary Designations'. Below that, it shows 'Retirement System: Employees' Retirement System' and 'Benefit Type: Ordinary Death Benefit'. At the bottom, there is a table titled 'Beneficiaries' with the following columns: Name, Relationship to Member, Date of Birth, Country, Address, Telephone Number, Tax ID Type, Tax ID, Beneficiary, and Percentage of Benefit. The first row in the table has 'Update Information' in the Name column and 'Primary' in the Beneficiary column. A red arrow with the number '21' in a circle points to the 'Primary' text in the Beneficiary column.</p>

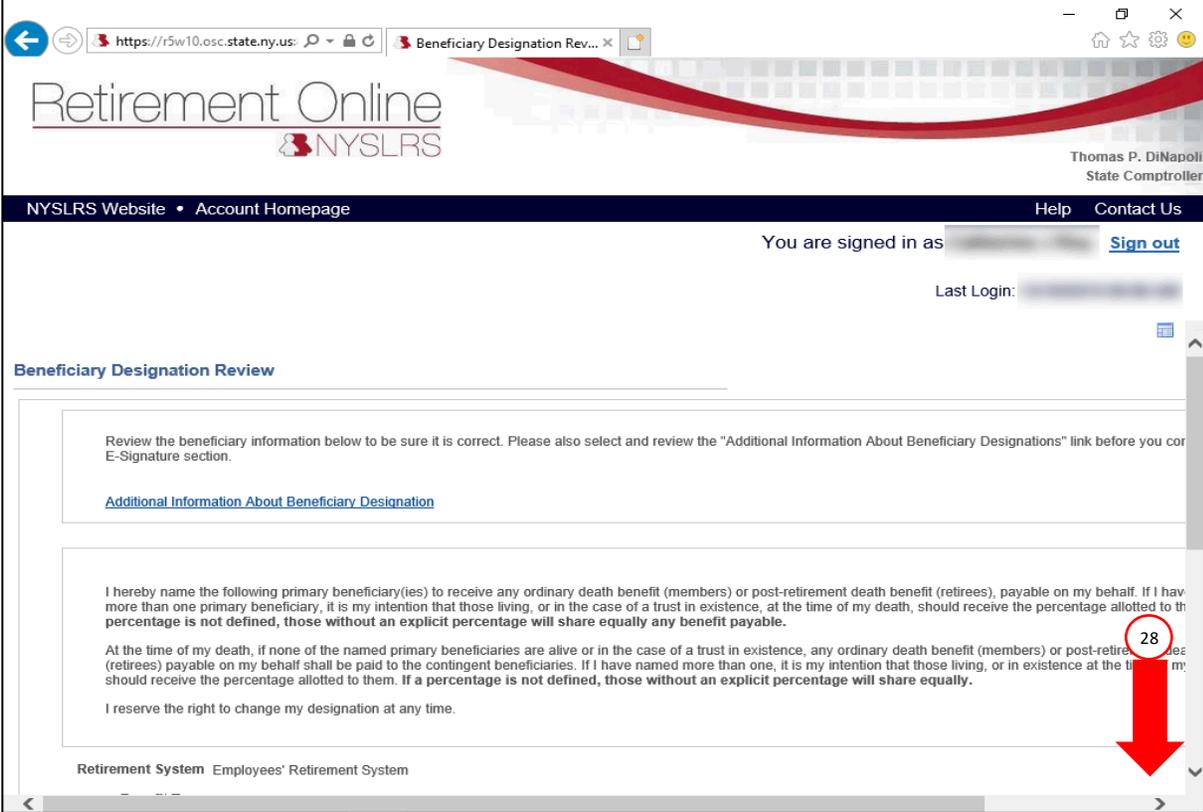
Step	Action	
22.	Scroll over until you see the <b>Beneficiary Type</b> drop-down.	 <p>The screenshot shows the 'Beneficiary Designation' page in a web browser. The page title is 'Retirement Online' and 'NYSLRS'. The user is signed in as 'Thomas P. DiNapoli, State Comptroller'. The page displays a table of beneficiaries with the following columns: Relationship to Member, Date of Birth, Country, Address, Telephone Number, Tax ID Type, Beneficiary Type, and Percentage of Benefit. A red circle with the number '22' and a red arrow points to the 'Beneficiary Type' column header. The table contains six rows of beneficiary information, each with a 'Remove' button. At the bottom of the page, there are 'Back' and 'Next' buttons.</p>

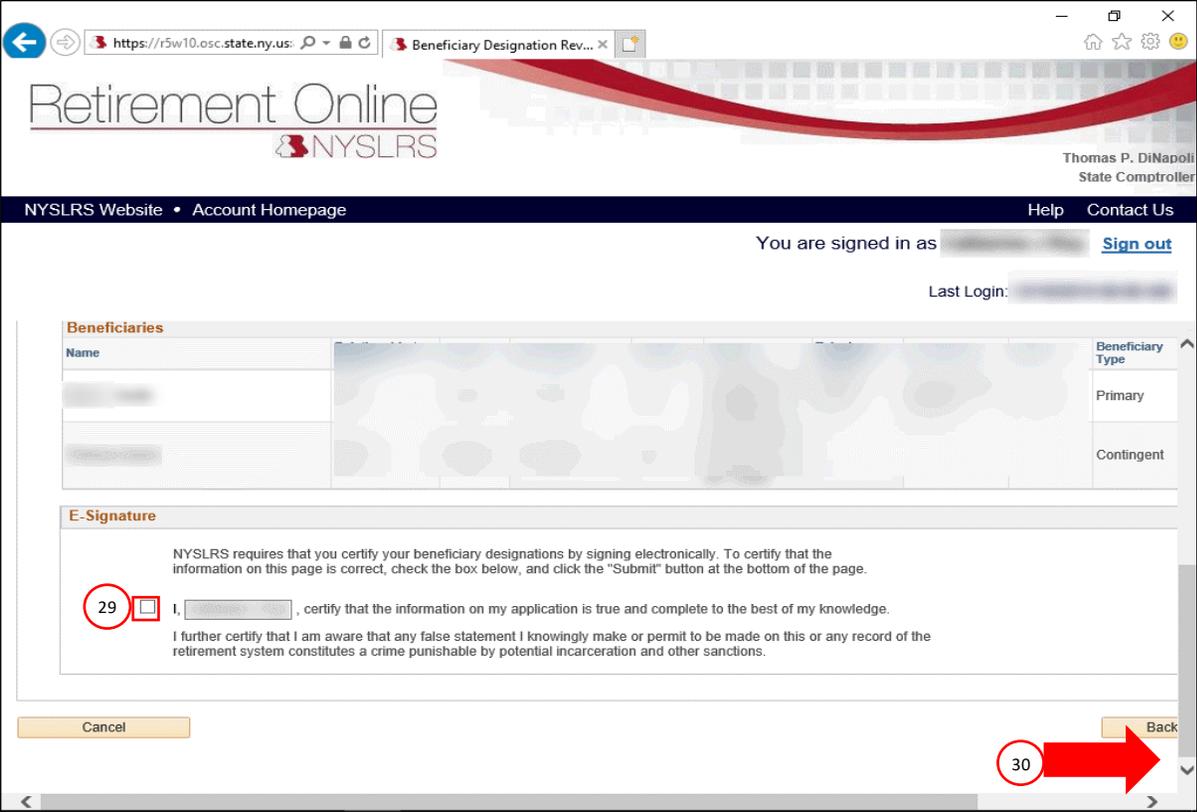
Step	Action	
23	<p>If changes are needed, update the <b>Beneficiary Type</b> and <b>Percentage of Benefit</b> fields.</p> <p><b>Note:</b> See the first page of this guide for an explanation of primary and contingent beneficiaries.</p>	
24	<p>Click the <b>Next</b> button to continue.</p> <p><b>Next</b></p>	

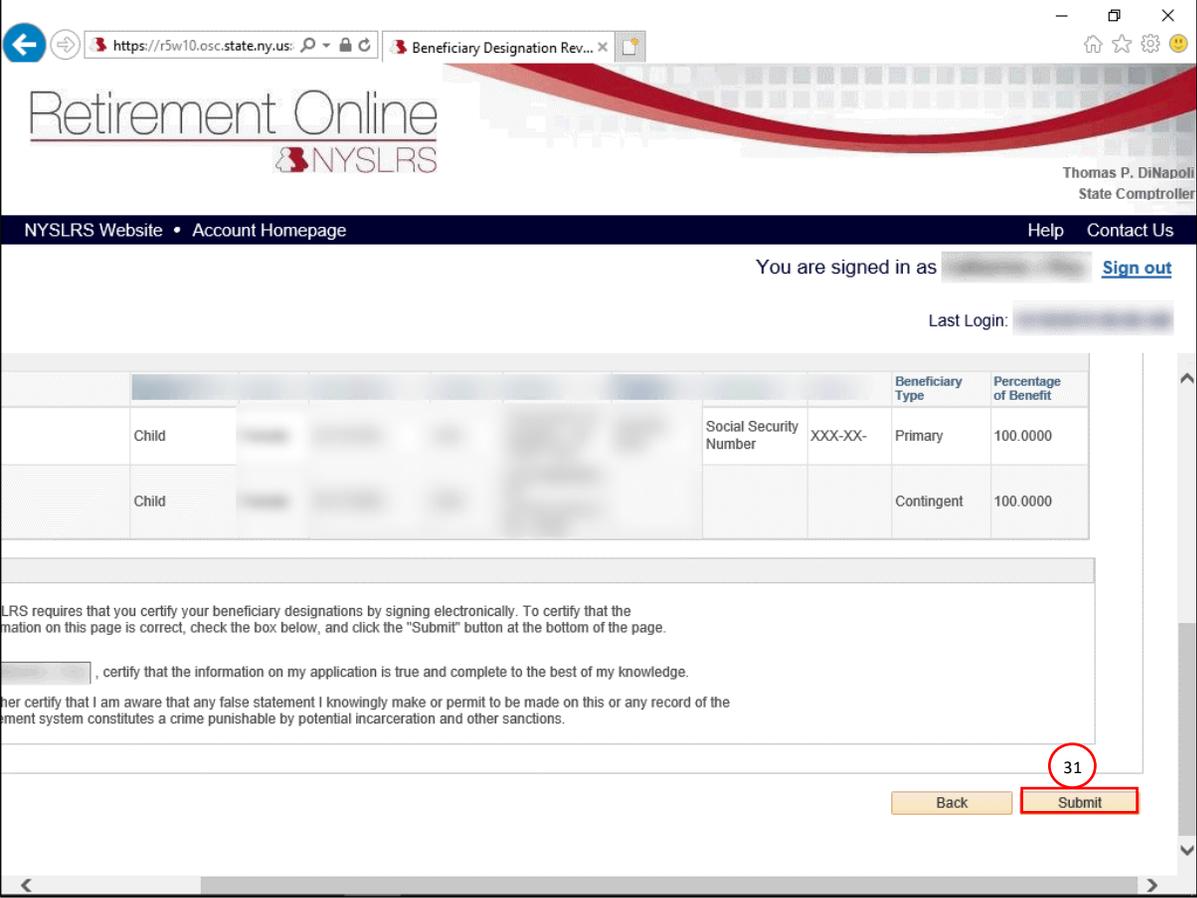
Step	Action
<p>25</p>	<p>The <i>Beneficiary Designation Review</i> page will appear, click the <b>Additional Information About Beneficiary Designation</b> link.</p> <p><a href="#">Additional Information About Beneficiary Designation</a></p> <p><b>Note:</b> You will receive an error and will not be able to continue with modifying your beneficiaries unless you click this link.</p>

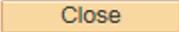
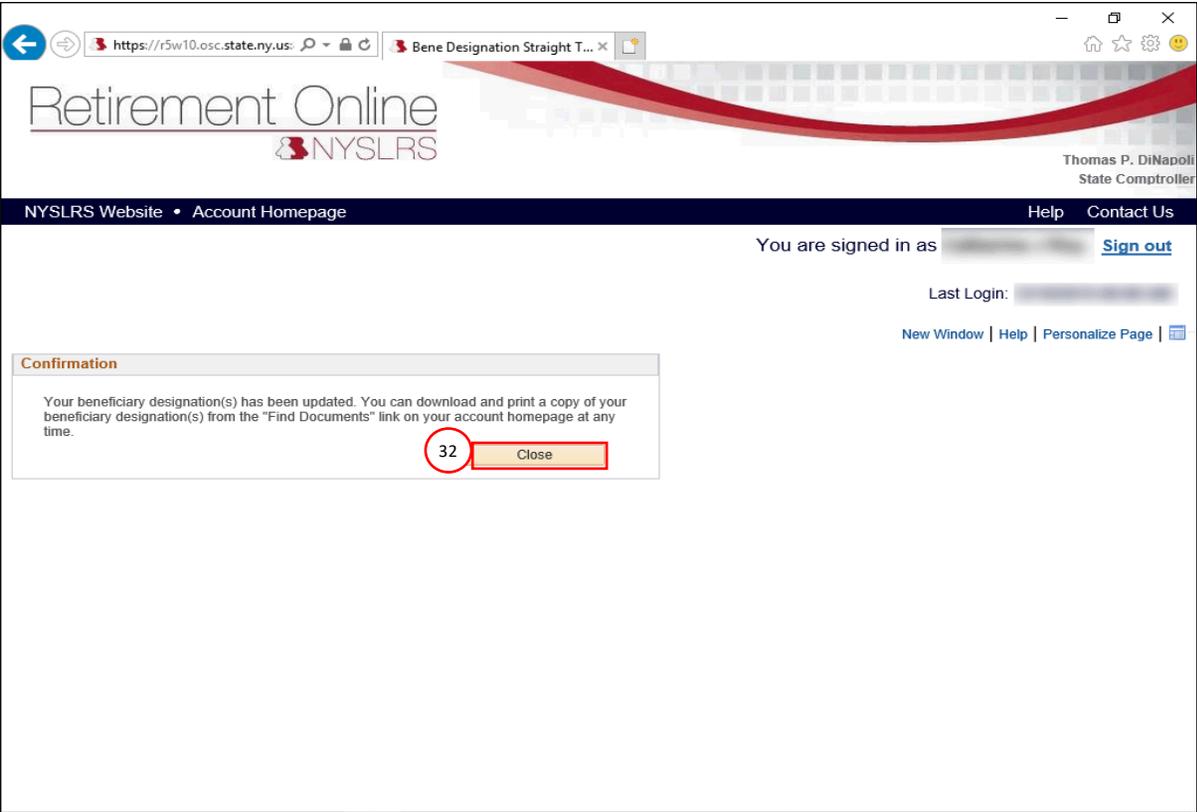


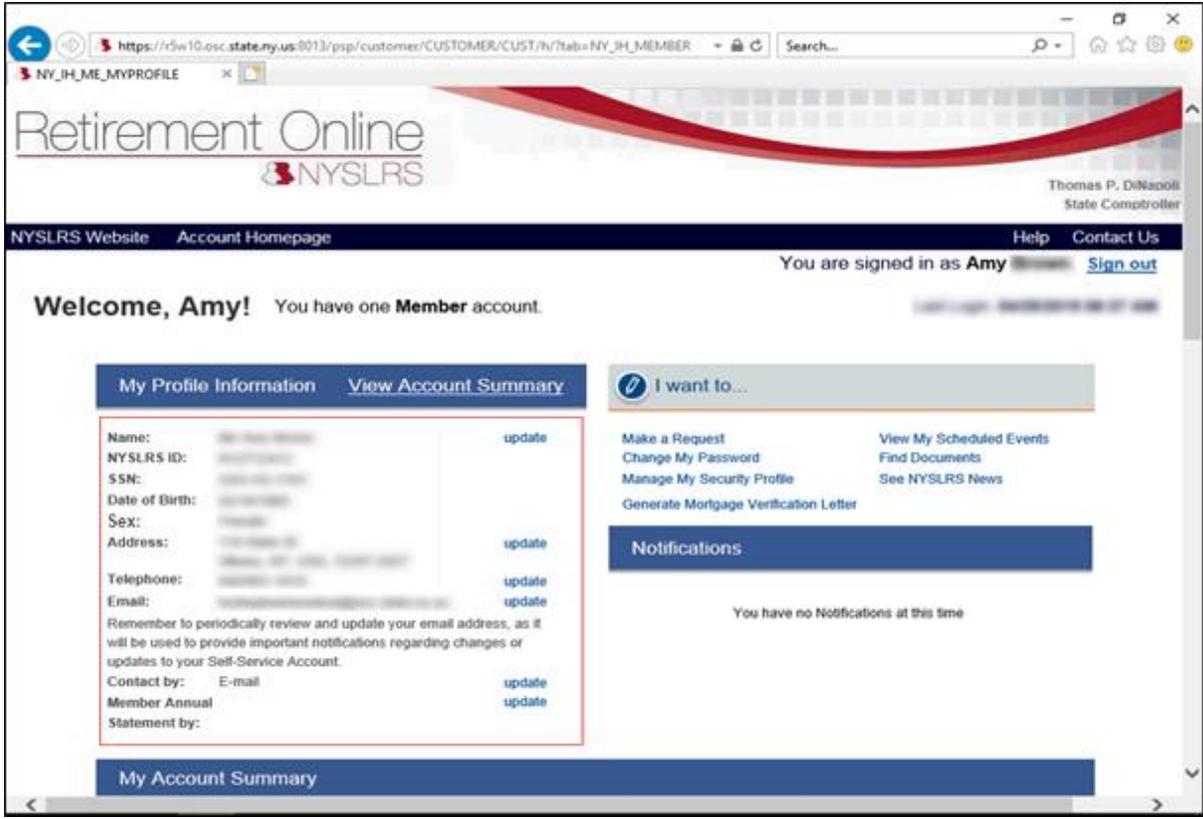
Step	Action	
26	<p>The <i>Why Should I Designate a Beneficiary?</i> page will appear in a new browser tab. Please read through this information . You will need to <b>scroll down</b> to read all of the information.</p>	
27	<p>When you are finished, click the <b>Close (X)</b> button.</p> 	

Step	Action	
28	The <i>Beneficiary Designation Review</i> page will appear, <b>scroll down</b> until you see the 'E-Signature' section.	 <p>The screenshot shows a web browser window with the URL <a href="https://r5w10.osc.state.ny.us/">https://r5w10.osc.state.ny.us/</a>. The page title is "Beneficiary Designation Review". The header includes "Retirement Online" and "NYSLRS". The user is signed in as "Thomas P. DiNapoli, State Comptroller". The page content includes a section titled "Beneficiary Designation Review" with instructions to review beneficiary information. A red arrow points to the "E-Signature" section, which is circled with the number 28.</p>

Step	Action	
29.	Review the submission agreement, check the box next to 'I certify that the information...' <input data-bbox="268 358 310 391" type="checkbox"/>	 <p>The screenshot shows the NYSLRS Retirement Online interface. At the top, the URL is https://r5w10.osc.state.ny.us. The page title is "Beneficiary Designation Rev...". The header includes "Retirement Online" and "NYSLRS" logo, along with "Thomas P. DiNapoli, State Comptroller". The navigation bar shows "NYSLRS Website • Account Homepage" and "Help Contact Us". The user is signed in as [redacted] with a "Sign out" link. The "Last Login" is [redacted].</p> <p>The main content area has two sections:</p> <ul style="list-style-type: none"> <li><b>Beneficiaries:</b> A table with columns for Name, Beneficiary Type, and an expandable arrow. The table contains two rows, one with "Primary" and one with "Contingent" beneficiary types.</li> <li><b>E-Signature:</b> A section with a paragraph: "NYSLRS requires that you certify your beneficiary designations by signing electronically. To certify that the information on this page is correct, check the box below, and click the 'Submit' button at the bottom of the page." Below this is a line: "29. <input type="checkbox"/> I, [redacted], certify that the information on my application is true and complete to the best of my knowledge. I further certify that I am aware that any false statement I knowingly make or permit to be made on this or any record of the retirement system constitutes a crime punishable by potential incarceration and other sanctions." A red circle highlights the checkbox.</li> </ul> <p>At the bottom, there are "Cancel" and "Back" buttons. A red arrow points to the "Back" button, which is labeled with "30".</p>
30.	Scroll over until you see the Submit button.	

Step	Action															
31.	<p>Click the <b>Submit</b> button.</p>  <p>The screenshot shows the NYSLRS Retirement Online website. The page title is "Retirement Online" with the NYSLRS logo. The user is signed in as [redacted] and is on the "Beneficiary Designation Review" page. A table displays the following beneficiary information:</p> <table border="1"> <thead> <tr> <th>Beneficiary Name</th> <th>Relationship</th> <th>Social Security Number</th> <th>Beneficiary Type</th> <th>Percentage of Benefit</th> </tr> </thead> <tbody> <tr> <td>Child</td> <td>Child</td> <td>XXX-XX-XXXX</td> <td>Primary</td> <td>100.0000</td> </tr> <tr> <td>Child</td> <td>Child</td> <td></td> <td>Contingent</td> <td>100.0000</td> </tr> </tbody> </table> <p>Below the table, there is a certification section with a "Submit" button circled in red, indicating the action to be taken.</p>	Beneficiary Name	Relationship	Social Security Number	Beneficiary Type	Percentage of Benefit	Child	Child	XXX-XX-XXXX	Primary	100.0000	Child	Child		Contingent	100.0000
Beneficiary Name	Relationship	Social Security Number	Beneficiary Type	Percentage of Benefit												
Child	Child	XXX-XX-XXXX	Primary	100.0000												
Child	Child		Contingent	100.0000												

Step	Action
<p>32</p>	<p>The <i>Confirmation</i> page will appear, click the <b>Close</b> button.</p> <p></p> 

Step	Action	
33	<p>The <i>Retirement Online Account Homepage</i> will appear.</p> <p>You have now completed updating a beneficiary in <i>Retirement Online</i>.</p>	 <p>The screenshot displays the Retirement Online Account Homepage for NYSLRS member Amy. The page includes a navigation bar with 'NYSLRS Website' and 'Account Homepage', and a user status bar indicating 'You are signed in as Amy'. The main content area features a 'Welcome, Amy!' message and a 'My Profile Information' section with fields for Name, NYSLRS ID, SSN, Date of Birth, Sex, Address, Telephone, Email, Contact by, Member Annual, and Statement by, each with an 'update' link. A 'My Account Summary' section is also visible at the bottom.</p>