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New 401(k) Plan Feature Update

Updating the Beneficiaries for Your ADP 401(k) Plan's Retirement Account Can Now be Completed Online

You can make updates to your 401(k) Plan's beneficiaries online. To begin, log onto your ADP 401(k) Retirement Savings Account at www.mykplan.com, and select the **Manage My Beneficiaries** option from under the **My Account** tab.

A. On the **Manage My Beneficiaries** screen, select one of the two options.

1. When the first option is selected, you will need to follow the direction listed under Step B.
2. If the second option is selected, you will be prompted to complete and return a hardcopy of the Beneficiary Form requiring spousal consent.

B. When you select the first option, you will be redirected to a second screen.

To continue the online process, select the **Add New Beneficiary** button located at the bottom of the screen.

C. On the last screen, you will be able to complete your online beneficiary designations for your 401(k) Plan account.

BENEFICIARY INFORMATION

Primary Beneficiary
 Secondary Beneficiary

Relationship: **Select Relationship**
Percent:

Social Security Number:

Name:

Address 1:

Address 2:

City:

State: **Select State**
Zip Code:

Date of Birth:

Continue **Cancel** **Clear**

My Account

Manage My Beneficiaries

PLEASE READ THIS IMPORTANT INFORMATION REGARDING YOUR BENEFICIARY ELECTION BEFORE YOU CONTINUE

By making a beneficiary designation, you are selecting who will receive benefits in your plan account when you die. You may designate one or more beneficiaries, including individuals or trusts, as provided under the terms of your plan. If you do not designate a beneficiary, the terms of your plan will determine who will receive any account balance you have at the time of your death, or if the plan is silent on this subject, your beneficiary will be determined under applicable law.

- If you are single, you can make your beneficiary election online.
- If you are married and wish to name your spouse as the sole primary beneficiary, you can make your beneficiary election online.
- If you are married and wish to name someone other than or in addition to your spouse as the beneficiary, you must complete and return a signed Beneficiary Designation Form. Complete this form and submit it to the address listed on the form. Be sure that your spouse has signed the form to approve the beneficiary designation.

SELECT AN OPTION

I am either married and want all of my death benefits paid to my spouse, or not married.
 I am married and want my death benefits paid to someone other than my spouse or in addition to my spouse. Please note: If you choose this option, you will be prompted to complete and return a Beneficiary Designation Form (requiring spousal consent).

Area Detail

My Account

Manage My Beneficiaries

PRINT

By completing the information on this page, you will have designated one or more beneficiaries to receive any balance in your plan account when you die. You may review your designation by returning to this page at any time. You may rescind or modify your beneficiary designation by returning to this page and designating a new beneficiary, and your new designation will become effective immediately.

IMPORTANT: After you have designated your beneficiaries, click ***Print** at the top of this page to print a copy for your records. If you have difficulties printing, please contact your Plan Administrator to obtain a copy.

Add New Beneficiary

Participant : STEVEN STANHOPE

Primary Beneficiary	SSN	Name	Address	DOB	Relationship	Percent
Total:						0%

Secondary Beneficiary	SSN	Name	Address	DOB	Relationship	Percent
Total:						0%

Add New Beneficiary

Print

Save

Cancel

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