

How to designate your beneficiary online in just 3 easy steps

Step 1

Go to smithcollege.prepare4myfuture.com and login to your account.

To access your account online for the first time, you will need your Social Security Number and Personal Identification Number (PIN). Your default PIN is initially set as the four-digit month and year of your birth (mmyy). You will then be asked to create a personalized username and password for subsequent access.

Forgot your password? Select **“Forgot Login Credentials?”**, enter your username and date of birth, and you will be prompted with 3 of the 5 security questions that you created when you originally established your online account.

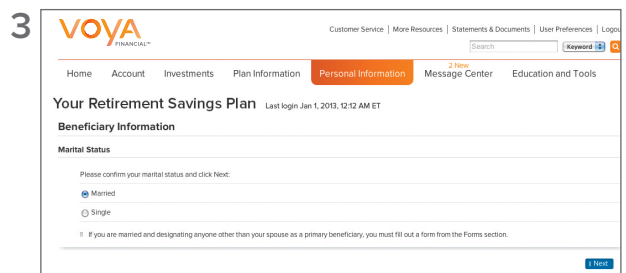
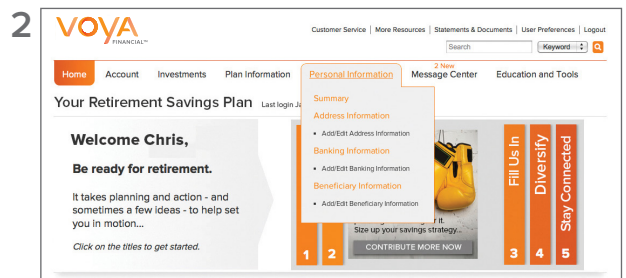
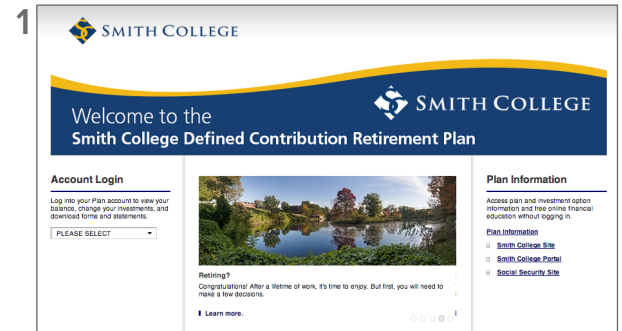
Step 2

In the top menu, select **“Personal Information”** then **“Add/Edit Beneficiary Information”** under the Beneficiary Information section in the mega menu.

Step 3

Follow the prompts to add a beneficiary or change existing beneficiary information. Click **“save”** to save any changes you have made to your record.

If you are married and designating anyone other than your spouse as a primary beneficiary, you must fill out a beneficiary form and your spouse must sign in front of a notary.



www.smithcollege.prepare4myfuture.com



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