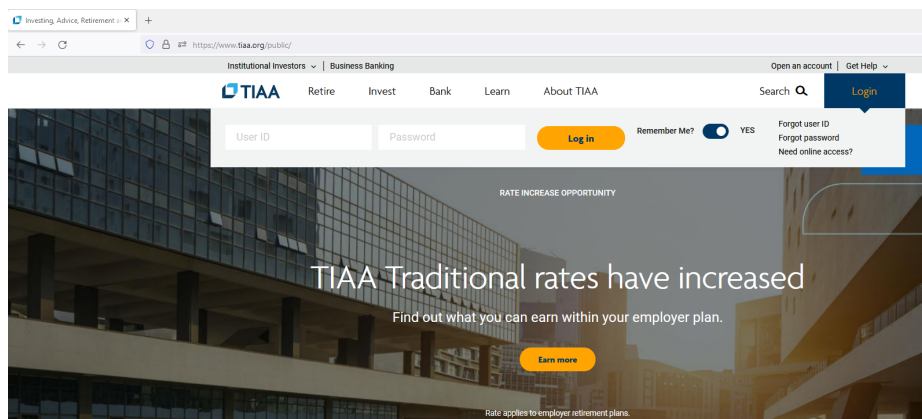
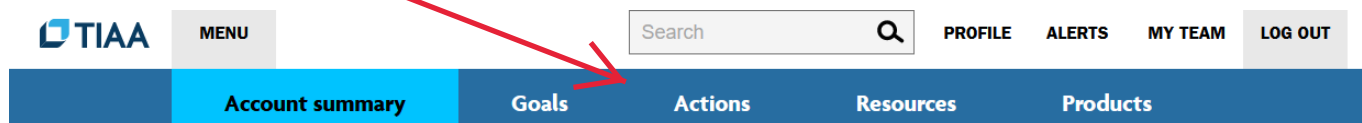


Add/Change TIAA and Life Insurance Beneficiary Instructions

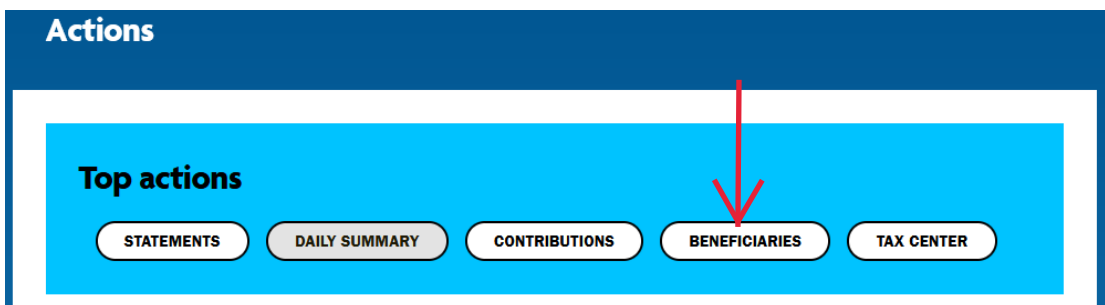
1. Log into your TIAA account <https://www.tiaa.org/public/>



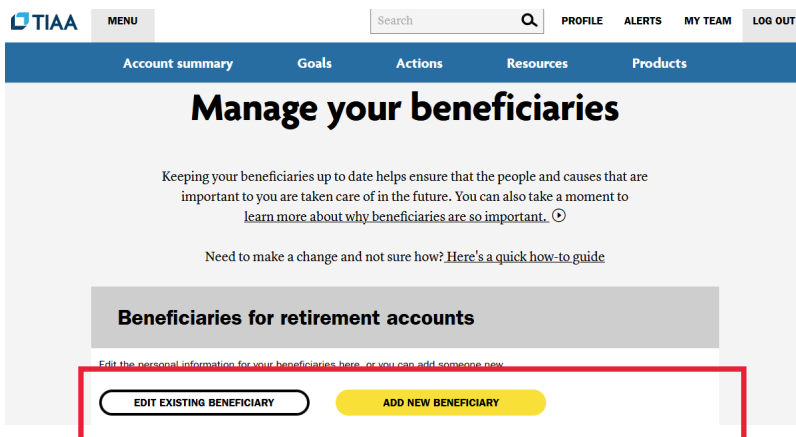
- a. Select "Actions"



- b. Select "Beneficiaries"



- c. Review your beneficiaries as listed, then either "Edit Existing Beneficiary" or Add New Beneficiary"



2. Click [here](#) to update your **Guardian** Life Beneficiary information - send completed form to Human Resources (Hamilton Hall room 127) or scan and send form to hr@centenary.edu