Beneficiary Designation Instructions

For immediate and secure online beneficiary designations or changes, follow these instructions:

- Log into *My UT Benefits* with your EID and password: www.utsystem.edu/benefits/myutbenefits
  Scroll to the bottom of the Personal Information page
- Click the link for "online beneficiary designations"
- Follow steps 1-3 and be sure to click the *Confirm and Save Designations* button below step 3

You may also complete the Beneficiary Designation Form on the next page and submit it directly to the insurance company, Dearborn National. The address below is on the bottom of the Beneficiary Designation Form.

Dearborn National
Beneficiary Processing Center
6110 Cleveland Parkland Blvd.
Cleveland, OH 44124-4187

Phone: 877-828-2885
Fax: 440-386-2686

You may also need to designate or change your beneficiary information for the retirement programs below:

- If you are a member of the Teacher Retirement System (TRS) program, please call TRS at 800-223-8778 or review information on their Web site at www.trs.state.tx.us for assistance. You should submit your beneficiary information directly to TRS.

- If you participate in the Optional Retirement Program, UTSaver TSA 403(b), or UTSaver DCP 457(b) programs, you will find contact information for the currently approved providers online at www.utsystem.edu/benefits/retirement/providers.htm for assistance. You should submit your beneficiary information directly to your provider(s).