



## PSERS Designate Beneficiaries

PSERS requires its members to designate a beneficiary to view account information. To elect your primary and secondary beneficiaries for your retirement account electronically, go to [www.ers.ga.gov](http://www.ers.ga.gov).

- From the homepage, click “Account Access” located to the right of the page.
- Double click “Account Access.”
- Enter your User ID and Password. Select “Login.” Note, if you have not registered for account access, you will select register and follow the instructions for creating your PSERS account.

- A screen will pop up that states, “please review the following beneficiaries we have on file for you.” Click the link to designate your beneficiaries.

- Select “Add New”

- Enter your beneficiary information to include: Primary/Secondary Beneficiary, Lump Sum Distribution (the percentage you would like your beneficiary to receive), Relationship, Gender, Birth Date, Marital Status, First Name, Last Name, Address and Phone Number. Select “Save” or any changes will be deleted.

**Benefit Designation**

\*Type:  Plan: PRS \*Lumpsum Distribution %:

\*Relationship:  \*Gender:  \*Birth Date(mm/dd/yyyy):

SSN:  Must be 9 digits \*Marital Status:

Name: Prefix  \*First  Mi  \*Last/Estate  Suffix

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**Demographics**

Mail To:   Same address as member?

C/o 1:

C/o 2:

\*Address1:

Address2:

\*City:

\*State:

\*Zip(XXXXX or XXXXX-XXXX):  \*Phone: (  )  -

International:

International CSZ:

Once your beneficiaries are designated, you will have access to view your PSERS account.