HEB
HURST - EULESS - BEDFORD
Independent School District

HOW TO CHANGE YOUR BENEFICIARY





Presented By:
Employee Benefits Department

BENEFICIARY CHANGES

If you need to update your beneficiary, please make sure you make changes with:

- HEB ISD through the Benefits Portal at www.mybenefitshub.com/hebisd



AND

- Teacher Retirement System of Texas (TRS)

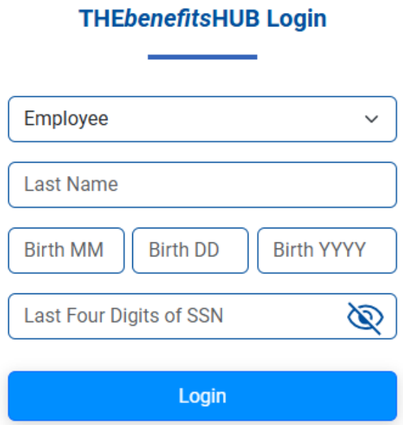
TRS TEACHER RETIREMENT SYSTEM OF TEXAS

How to Change your Beneficiary in the HUB for Life Insurance

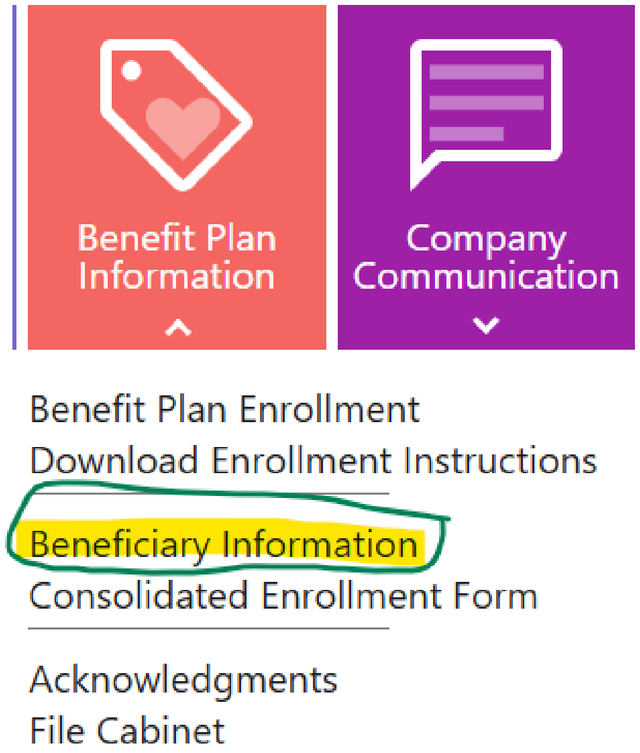
Go to the BenefitsHub



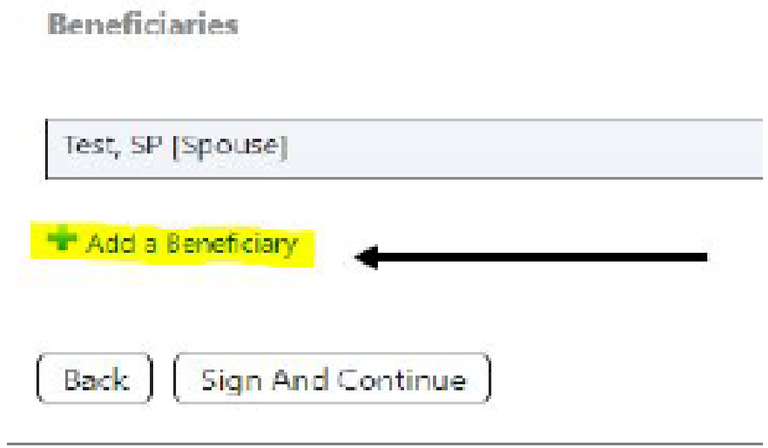
Log in to your account



Select “Benefit Plan Information”

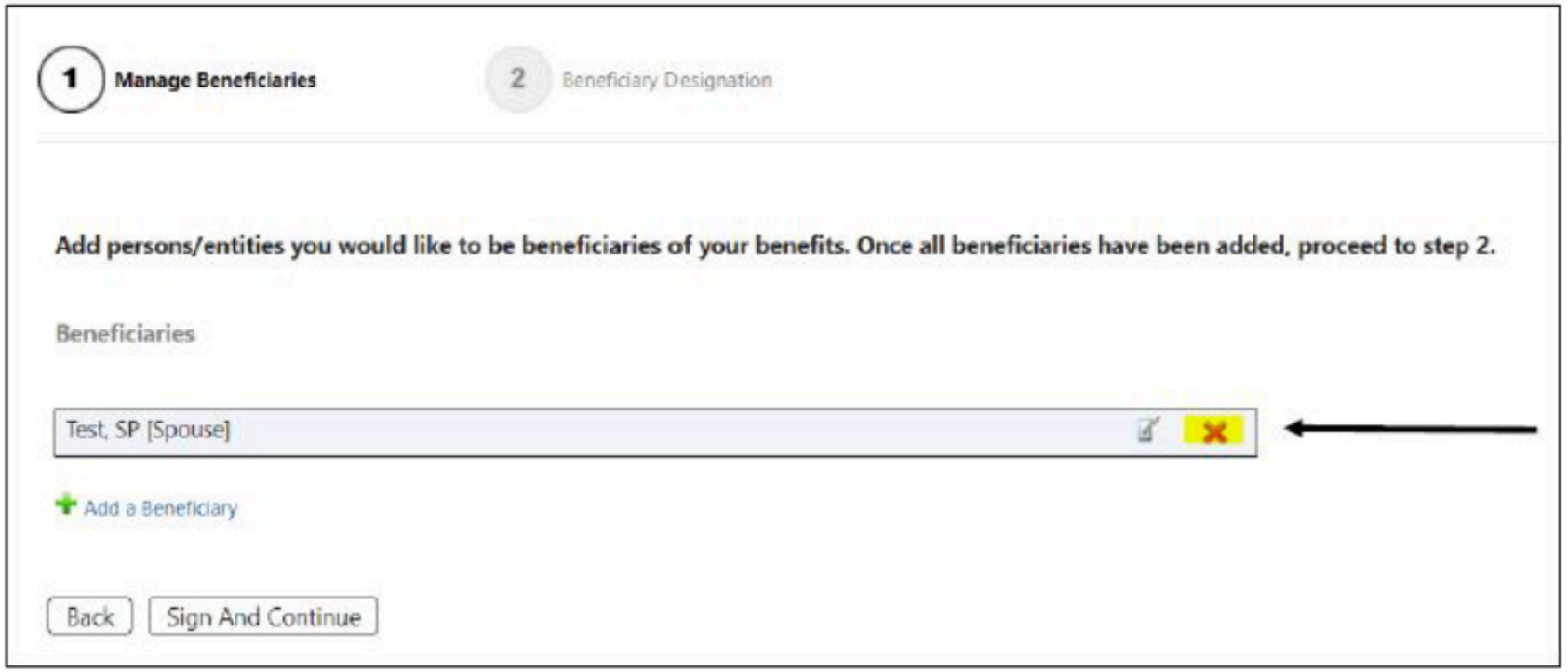


Click on “**ADD a Beneficiary**” then enter the information

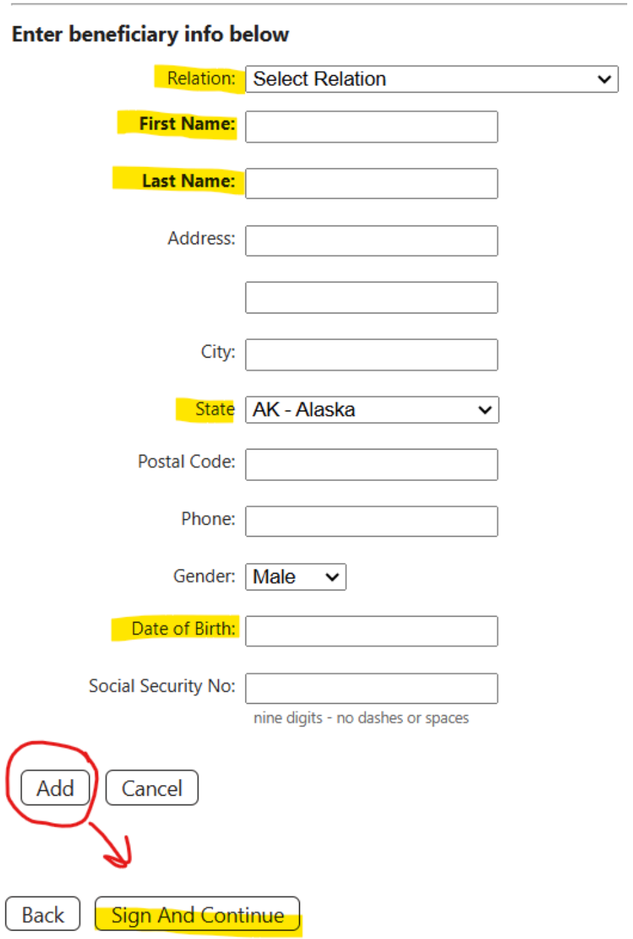


If you need to delete your current beneficiary, **click the red “X” and hit “OK”** when prompted to confirm the change…

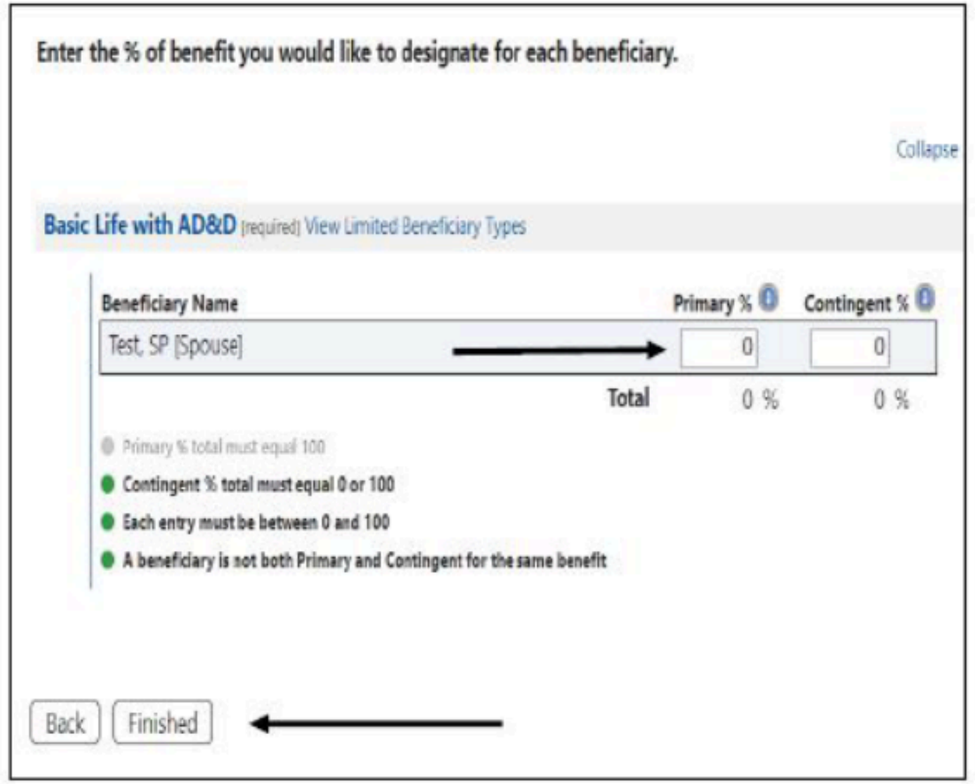
You will then complete all of the information for the new beneficiary and click “Add”



After entering the information in the highlighted sections, click on "**ADD**" then "**Sign and Continue**"



If you name more than one primary or contingent beneficiary the distribution of benefits between parties must equal 100%. It is important to review your beneficiary designation on a regular basis.



Once you have completed your change, please **click "FINISHED"**

Changing your beneficiary with Teacher Retirement Systems (TRS)

- Go to TRS website at www.trs.texas.org
- Select “Retirees and Beneficiaries” then “About *MyTRS*”



SERVICES AVAILABLE TO YOU IN *MYTRS*

TRS
TEACHER RETIREMENT SYSTEM OF TEXAS

ACTIVE MEMBER ACCOUNT

ACCOUNTS

This is where you will find a summary of your TRS member account. You may also use this tab to easily switch between additional accounts that you're the primary account participant for.

- My Member Account
- Alternate Payee Account
- Beneficiary Account

PLANNING TOOLS

Access planning tools that can help you prepare for and feel confident about your future retirement.

- Benefit Calculator
- Request an Estimate
- Schedule Appointments
- Generate Account Balance Form

BENEFITS

We're here to provide you with your retirement benefits. When you meet the eligibility requirements, here's where you can apply for retirement.

- Apply for a Refund
- Apply for a Retirement

BENEFICIARY

Designate or update beneficiaries for active member death benefits.

- Update Beneficiary

PAYMENTS

Refunded your TRS member account? Access your payment information here.

- Payment History

ACCOUNT MANAGEMENT

Stay up to date in the world of *MyTRS*! Manage your communications with TRS, keep your information on file current, and make sure your online account remains secure.

- Documents
- Messages
- Update Address
- Update Email
- Update Phone
- Update Preferred Method of Communication
- Update Password
- Update Security Question
- Update Multi-Factor Authentication

Based on your TRS membership status, your tabs and available service options may be slightly different.