

## Quick HR Benefits Tech Tips

### Sign Up for Account Access in Vanguard

1. You will need your plan number, 097336
2. Log on to Vanguard at <https://retirementplans.vanguard.com>
3. To register, click the **Register for online access** link
4. Click the **START** button
5. Click the **ACCEPT** button to accept the Terms and Conditions of Use
6. Enter personal information
7. Create username and password
8. Set up security features

### Update Your Beneficiaries in Vanguard

1. Log on to <https://retirementplans.vanguard.com>
2. Click on the **Profile & account settings icon**
3. Scroll down to the beneficiary information tile
4. Assign a beneficiary for both plans

### Update Your Life Insurance Beneficiaries in Employee Self Service (ESS)

1. Log on to Employee Self Service at <https://hrs.getty.edu>
2. Select the **My Benefits** tile
3. Select **Benefits Summary**
4. Select the **Life** tile, **Voluntary Life** tile (if applicable), or **Voluntary AD and D** tile (if applicable)
5. Select **Add Beneficiary** and/or **Update Beneficiary Designation** to update your beneficiaries

### Update Your Emergency Contacts in Employee Self Service

1. Log on to Employee Self Service at <https://hrs.getty.edu>
2. Select the **Personal Details** tile
3. Select **Emergency Contacts**
4. Click on the **Plus Sign (+)** to add an Emergency Contact

### Change Your Investments in Vanguard

1. Log on to <https://retirementplans.vanguard.com>
2. Click the **Manage my Money** link in the headers.
3. Click **Investments**
4. Click **Select a plan** dropdown and choose **DEFINED CONTRIBUTION RETIREMENT PLAN** or **EMPLOYEE INVESTMENT PLAN**
5. Scroll down the page, and click the **change how my money's is invested** link

### Change Your Contribution in Vanguard

1. Log on to <https://retirementplans.vanguard.com>
2. Click the **Manage my money** link in the headers
3. Click on **contributions**
4. In the Plan name dropdown, choose **THE J. PAUL GETTY TRUST EMPLOYEE INVESTMENT PLAN**
5. Click the **Change my contribution** amount button

### Access Candidly

1. Log on to <https://retirementplans.vanguard.com>
2. Click the **My Financial Wellness** link in the headers
3. Click **Explore My Financial Wellness**
4. Scroll down to the Candidly section click on **Tell me more about Candidly**
5. Click on **Log me in to Candidly**

For questions, contact Human Resources at [hr@getty.edu](mailto:hr@getty.edu) or ext. 6523. You may call Vanguard at 800- 523-1188.