



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://ownyourfuture.vanguard.com>
3. To register, click the **Register for online access** link
4. Enter your personal information
5. Create your username and password
6. Set up security features

Update Your Beneficiaries in Vanguard

1. Click on the **Profile** icon at the top of the screen
2. On the **My profile** page, scroll down to **Beneficiary information**
3. You will see a **Beneficiary information** box for **THE J. PAUL GETTY TRUST DEFINED CONTRIBUTION RETIREMENT PLAN**
4. You will see a second **Beneficiary information** box for **THE J. PAUL GETTY TRUST EMPLOYEE INVESTMENT PLAN**
5. Click the **Edit** button in each box to make changes
6. Be sure to designate beneficiaries 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://ownyourfuture.vanguard.com>
2. Click the **Manage my money** header
3. Click **Investments**
4. In the **Plan name** dropdown, choose **THE J. PAUL GETTY TRUST DEFINED CONTRIBUTION RETIREMENT PLAN** or **THE J. PAUL GETTY TRUST EMPLOYEE INVESTMENT PLAN**
5. Scroll down the page, and click the **Change how my money's invested** link

Change Your Contributions in Vanguard

1. Log on to <https://ownyourfuture.vanguard.com>
2. Click the **Manage My money** header
3. Click **Contributions**
4. In the **Plan name** dropdown, choose **THE J. PAUL GETTY TRUST EMPLOYEE INVESTMENT PLAN**
5. Scroll down the page, and click the **Change my contribution amount** button

Access Candidly

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

Open a Self-Directed Brokerage (SDB) through Vanguard

1. Log on to <https://ownyourfuture.vanguard.com>
2. Select the **Manage my money** header
3. Click **Investments**
4. In the **Plan name** dropdown, choose **THE J. PAUL GETTY TRUST DEFINED CONTRIBUTION RETIREMENT PLAN** or **THE J. PAUL GETTY TRUST EMPLOYEE INVESTMENT PLAN**
5. Scroll down the page, and click the **Manage my brokerage account** link
6. Follow the on-screen instructions to complete the enrollment process

For questions, contact Getty HR at 310-440-6523 or email HR@getty.edu. You may call Vanguard Participant Services at 800- 523-1188.