

## Purdue University Police Officer & Firefighter Pension Plan Online Beneficiary Election Instructions

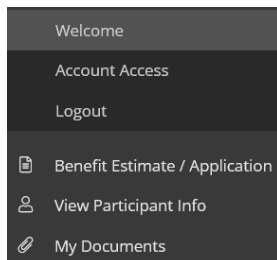
#Z Log in to my.nyhart.com.

\$Z Click “Benefit Portal”.

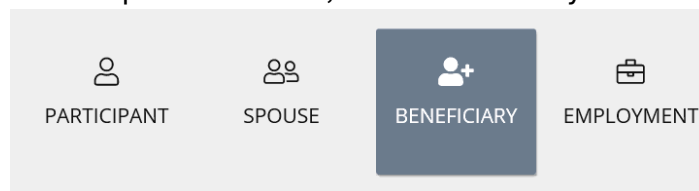


### Benefit Portal

3. On the left hand side, click “View Participant Info”.



4. On the top of the screen, click “Beneficiary”.



5. Fill in the information of the beneficiary you would like to add.

**Beneficiary Information**

Beneficiary Type: Mother

First Name: Jone MI: F Last Name: RTR Suffix (jr., III):

Email: test@test.com Phone Number (222) 222-2222 SSN: 555-55-5555

Gender: Female

Beneficiary Address same as Participant Address?  
☒ Yes ☐ No

**Beneficiary Dates**

Date of Birth: 05/05/1992 Date of Death:

6. Click “+Add” to add contingent beneficiary information.

### Contingent Beneficiaries

Contingent Beneficiaries are used in the event of a death of the Primary Beneficiary.

**+ ADD** Name

7. Fill in the pop up box with the contingent beneficiary information.

**Add Contingent Beneficiary**

Beneficiary Type ▼

First Name Middle Name Last Name Suffix (jr., III)

Phone Email Gender ▼


SSN Percent

**Beneficiary Address**

Address 1 Address 2

City State ▼ Zip Code

**Beneficiary Dates**

Date of Birth 

**ADD BENEFICIARY CANCEL**

8. Click “Add Beneficiary”.

- You can add more than one contingent beneficiary.
  - The total percentage for all contingent beneficiaries must equal 100%.

9. Click “Save”.

- You will receive an email confirming these changes that should be kept for your records.
- **This change will replace all past beneficiary elections.**

10. Reach out to Nyhart at 888-901-2090 or [PurduePF@nyhart.com](mailto:PurduePF@nyhart.com) with any questions.