Subject: Help employees update their beneficiary

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|  | **Remind your employees to review their beneficiary** |   |   |   |
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|   | It’s important that your employees name beneficiary(ies) for their retirement savings plan. After their initial designation, ensure your employees review their choices regularly and update them after certain life events, such as marriage, divorce, or the birth of a child. The beneficiary(ies) they designate will receive payment of benefits provided under the plan in the event of their death.[Visit Plan Services Center to check how many of your plan’s participants are missing beneficiary information. to check how many of your plan’s participants are missing beneficiary information.]3 easy ways to encourage your employees to add/review their beneficiary:1. During open enrollment period:
	1. Let them know they’ll need their beneficiary’s social security number and date of birth to get started
	2. Distribute this [Account Access flyer](https://www.metlife.com/content/dam/metlifecom/us/homepage/metlife-resources-plan-sponsor/participant-materials/Beneficiary_Update_Flyer.pdf) / [Account Access flyer](https://www.metlife.com/content/dam/metlifecom/us/homepage/metlife-resources-plan-sponsor/participant-materials/eService_MRPS_Participant_Flyer_MLR213270.pdf) to your employees with step-by-step instructions on how to add or update beneficiary(ies)
2. Send this quick [reminder email](https://www.metlife.com/content/dam/metlifecom/us/homepage/metlife-resources-plan-sponsor/participant-materials/MLR05192022E_Beneficiary_Plan_Sponsor_to_Participant_Email_Template_Empower_exp0724.zip)  or [reminder email](https://www.metlife.com/content/dam/metlifecom/us/homepage/metlife-resources-plan-sponsor/participant-materials/MLR05192022D_Beneficiary_Plan_Sponsor_to_Participant_Email_Template_DXC_exp0724.zip) to your employees today and then again on an annual or quarterly basis
3. When an employee contacts you about a benefit change, use the opportunity to remind them to review their beneficiary information and update if necessary

For additional resources to engage with your employees, please visit metlife.com/planresources**Questions?** Contact your [Relationship Management Team](https://www.metlife.com/content/dam/metlifecom/us/homepage/metlife-resources-plan-sponsor/RMC_TerritoryMap.pdf) or email us at MetLifeResources@metlife.com  |   |

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