



KEEP YOUR BENEFICIARIES UP TO DATE!



Beneficiaries are the people you wish to receive the proceeds from your life insurance, pension plans (like TRS and PSERS) and retirement savings plans (like 403b/457 plans) in the event of your death.

You may change or update your beneficiaries at any time. You will need the full names of your beneficiaries and some contact information like address and phone number. You may also need to provide date of birth and social security numbers for your named beneficiaries, so be prepared! Here's what to do to get it done.



FOR YOUR DISTRICT LIFE INSURANCE

To change beneficiaries on your district benefits, you need to login to our Benefits Management System.

Click [HERE](#) to get to the login page, or type this address into your internet browser:

<https://workterra.net/WORKTERRA/Login/Login/LoginClearConcepts>

Username: Your 5-digit Employee ID.
Password: Last 4-digits of your SSN + your 8-digit birth date (example, if SSN = 555-66-1234 and Birthday = 03/25/1980 then Password = 123403251980)
District: clarke

Locate the Manage Beneficiaries link under Quick Links.

You can confirm or update beneficiaries here and name both primary and secondary or contingent beneficiaries. Note that contingent beneficiaries only receive the money if your primary beneficiaries are not alive at the time of your death.

Be sure to click SAVE when you are finished. You will have the option to print or save a copy of your Confirmation Statement if you like.



FOR TEACHER RETIREMENT SYSTEM OF GEORGIA (TRS)

You will need to log in to your account with TRS to make changes, so be sure to have your credentials handy. To get started, visit: <https://www.trsga.com/active-member/life-changes/beneficiary-information/>



FOR PUBLIC SCHOOL EMPLOYEE RETIREMENT SYSTEM (PSERS OR ERS)

To review or update your beneficiaries with this plan, visit:

<https://www.ers.ga.gov/post/updating-your-beneficiary-information>

You can also call customer care at ERSGA
Phone Number: 404.350.6300 or
1.800.805.4609 (outside metro Atlanta).



FOR 403b/457 RETIREMENT SAVINGS PLAN WITH AIG

To change your beneficiary for the Retirement Savings Plan, visit:

<https://myaccount.valic.com/auth/public/login/>

If you have never logged in, click "Register for online access" to begin. Then, click on Manage > My Beneficiaries.