



# How to update your Pension Plan beneficiary

## It's important and easy to do online

Your Pension Plan beneficiary is your spouse or common-law partner. If you don't have a spouse or common-law partner, your Pension Plan beneficiary is someone you have designated or your estate.

You may designate one or more beneficiaries to receive all or part of the amount payable when you die. However, your spouse or common-law partner may have rights to your pension and estate.

Having an updated beneficiary means the proceeds of your Plan go where you want them to in the event of your death. If you don't have a spouse or common-law partner and don't name a beneficiary, the proceeds may go to your estate and could be subject to probate/estate administration taxes.

## To add or update your beneficiary:

1. Sign in to your group savings Plan at **mycanadalifeatwork.com**
2. Click on your initials at the top right of the screen and view your profile
3. Update your beneficiaries as needed

You'll receive a confirmation when the change is complete, so make sure your email address is current on **mycanadalifeatwork.com**.

**Questions?** We're here to help!

1-866-716-1313

Monday to Friday

8 a.m. to 8 p.m. ET

