BENEFICIARY UPDATE CHECKLIST

It is important to review and update your beneficiaries annually in addition to during life events such as marriage, birth of a child, death, etc. Complete the steps outlined in the checklist below to ensure that your loved ones are taken care of in the case of your death, an already difficult time.

☐ 401K / ESOP

1. Log on to Netbenefits.com
2. Click on **Profile**
3. Click on **Beneficiaries**
4. Contact Fidelity at 1-800-835-5095 with any questions

☐ COMPANY PAID / VOLUNTARY LIFE INSURANCE

1. Log on to Portal.adp.com
2. Click on **Benefits**
3. Click on **Health and Welfare**
4. Click on **Myself**
5. Click on **Beneficiaries**
6. Contact your local Human Resources representative with any questions

☐ RESTRICTED STOCK

Applicable to individuals enrolled in SMP's EVA plan at a Tier 2C level or higher as a part of their compensation.

1. Log on to Merrill Lynch at Benefits.ml.com
2. Click on the **Standard Motor Products, Inc.** Plan
3. Click on **Beneficiary** (Upper right side of screen)
4. Click on **Designate, Update or Change your Beneficiaries**
5. Contact Merrill Lynch at 1-877-767-2404 with any questions

☐ HEALTH SAVINGS ACCOUNT

Applicable to individuals enrolled in Anthem's HSA

1. Log on to Anthem.com
2. Click on My Plan and click on Spending Accounts
3. Click on Manage your account (you will then be brought to the spending account portal)
4. Click on View Beneficiaries