**Naming beneficiary on Group Benefits**

If you did this years ago by a paper form please go online and update your beneficiary designation using the online form, as the paper form you signed in 2015 for example may not be accurate any longer or available to submit in case of your death.

Sign into your Manulife account “My Group Benefits” (https://www.manulife.ca/personal/sign-in.html )

On the left side of the page select “My Account”

A sub-menu will appear, where you can select “View Beneficiaries”

If your beneficiaries are not listed, please fill out the “Name Beneficiaries (online form)”

The form can be found by clicking on the recommended link or by selecting the following menu items: Information and Assistance > Forms > Administrative Forms

Please do not send paper copies to Manulife as our account is set-up for online submissions only.

**On the Retirement Side**

Sign into your Manulife account “My Group Retirement or VIP Room” (https://www.manulife.ca/personal/sign-in.html )

On the left side select “More account Options”

In the new page, select “My Profile” and “View My Member Information”

Click on “Select a Policy” to review the policies beneficiaries. If your account has RRSP and RPP accounts, you will need to provide beneficiary information on both.

In the middle of the webpage, you will find the Beneficiary Information and your current beneficiary information. Click the “Update” button, if you need to add or change your beneficiary information.

Please note that this is also an online paperless process. Paper forms are no longer accepted by Manulife.

Beneficiary information should be reviewed annually or after a life-changing event such as a divorce, marriage or birth of a child.