ASRS Beneficiary Add/Update

The following are the instructions for a member to log into their personal ASRS account and update their beneficiary information:

1. Visit the ASRS website at www.azasrs.gov and click on myASRS Login on the upper right corner of the page.

2. Enter your Login ID and Password. If you do not have a login click First Time Registering or if you have an account and having trouble with your login click Having Trouble Logging In to reset your password.
3. On the Welcome page, you will see the Primary Beneficiary Information (if any).

4. To change the beneficiary click **Update** to the right of the Primary Beneficiary or click on **Beneficiaries** on the left side panel of the Welcome screen.
5. You can delete or make changes by selecting the Actions to the right of each beneficiary listed; also, you can add additional beneficiaries or organizations.

**Beneficiary Details**

This page allows you to perform maintenance on your beneficiary elections.

**With:**
- To update a beneficiary’s record, click the beneficiary’s name and a new window will appear, allowing you to change the beneficiary’s information.
- To add a beneficiary, click one of the Add Beneficiary links and a new window will appear, allowing you to add the beneficiary information.
- To delete a beneficiary or change a beneficiary’s status (from secondary to primary), click on the appropriate link under the Actions column.
- Once all of your beneficiary records have been added, deleted or updated, review and update the Split % column for your Primary and Secondary beneficiaries, ensuring that each section equals 100 percent.
- When you are finished, click the “Apply Changes” button to save your changes. You will also receive an email confirming your change.

**Note:** Divorce automatically notifies a named spouse as a beneficiary.

### Primary

<table>
<thead>
<tr>
<th>Split %</th>
<th>Name</th>
<th>SSN/Tax ID</th>
<th>Date of Birth</th>
<th>Relationship</th>
<th>Gender</th>
<th>Address</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td></td>
<td>Other</td>
<td>M</td>
<td>USA</td>
<td>Delete, Make Secondary</td>
</tr>
<tr>
<td>50</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td></td>
<td>Other</td>
<td>F</td>
<td>USA</td>
<td>Delete, Make Secondary</td>
</tr>
</tbody>
</table>

6. Once information has been added/updated, click on **Apply Changes** below the beneficiary information to submit.

7. Click on **Log Out** located at the bottom of left side panel when done.