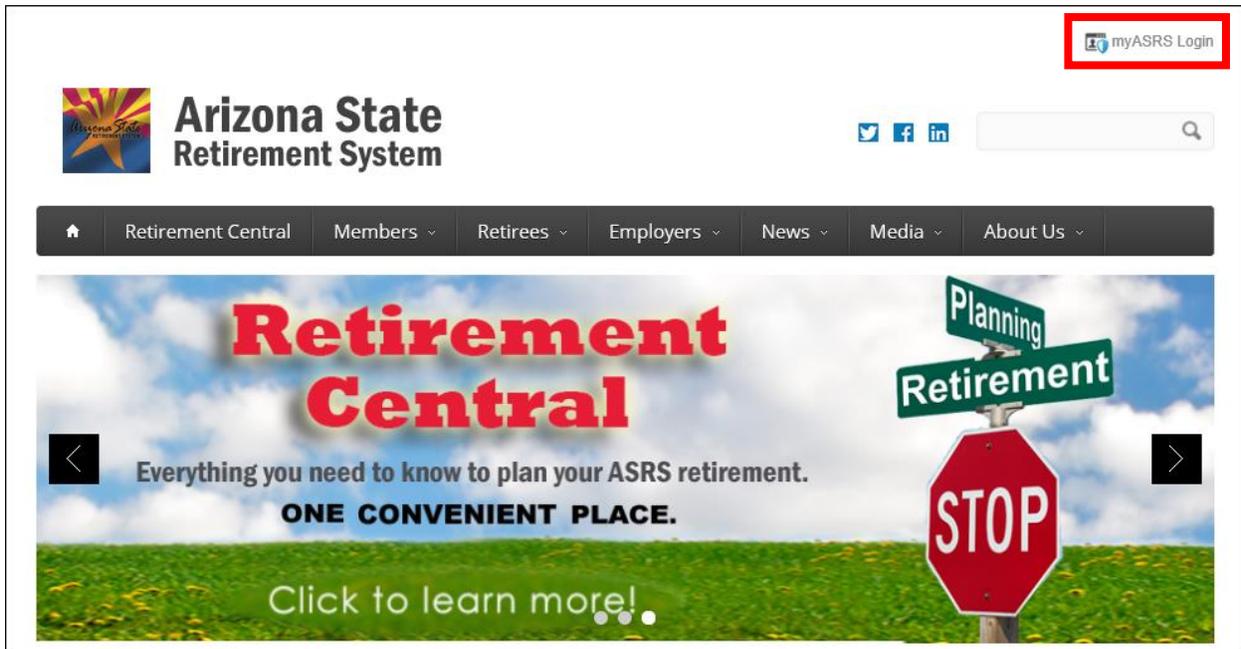Arizona State Retirement System

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.
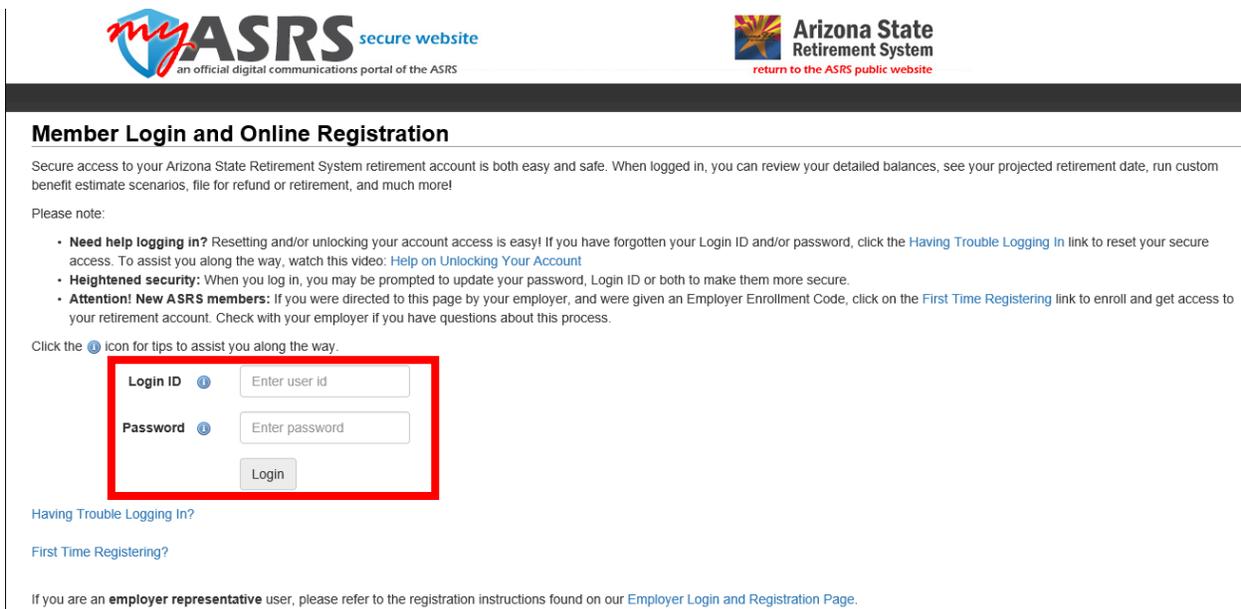
Having Trouble Logging In?

First Time Registering?

3. On the Welcome page, you will see the Primary Beneficiary Information (if any).

Welcome to Your ASRS Home Page

Read all about it! Get the latest news and updates on your retirement right here.

Your personal home page has been created to show current information the ASRS has on file about you.

Under your defined benefit plan, ASRS retirees receive a lifetime guaranteed benefit. Surviving beneficiaries are entitled to benefits dependent upon the annuity choice made by the retiree at the time of retirement.

Personal Data

Name		Print a Name Change Form
Marital Status		Update
Gender		Update
Date of Birth		If incorrect, please contact ASRS

Current or Former ASRS Employer(s)

Pima County	See Detail

Mailing Address

	Update
USA	

Contact Information

Primary		Update
Secondary		Update
Mobile		Update
Email Address		Update

Primary Beneficiary Information

	50%	Update
	50%	Update

Notice: A person who knowingly makes any false statement, or who falsifies or permits to be falsified, any record of the ASRS with the intent to defraud the ASRS is guilty of a Class 6 Felony in accordance

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.

Primary Beneficiary Information

	50%	Update
	50%	Update

Hello,

Your Account ⌄

Home Page

Beneficiaries

Retirement Summary

Statement

Working After Retirement

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.

Hints

- 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 nullifies a named spouse as a beneficiary.

👤 **Add Individual Beneficiary**   👤 **Add Organization Beneficiary**

Primary ⓘ

Split %	Name	SSN/Tax ID	Date of Birth	Relationship	Gender	Address	Actions
50	▆▆▆▆▆▆▆▆			Other	M	▆▆▆▆▆▆ USA	☒ Delete ↷ Make Secondary
50	▆▆▆▆▆▆▆▆			Other	F	▆▆▆▆▆▆ USA	☒ Delete ↷ Make Secondary

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

Apply Changes   Cancel

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

Log Out