



## **UPDATING AND MAINTAINING BENEFICIARIES**

ORBIT ONLINE (orbit.myncretirement.com)

Why is this important?

- It's easy,
- secure, and
- the designation or change is immediate.

We have removed the tedious task of printing and handwriting the form, the delay in postal service and processing and delays due to missing or errant information.

Designating and maintaining a beneficiary is one of the most important steps you can take to ensure the benefits you work so hard for every day go to the right person(s) and to create an easier path for your loved ones. It is important to review your designations and make any changes that correspond with life events.













How to designate and update beneficiaries online:

- Log in to ORBIT (https://orbit.myncretirement.com/)
- Click on Maintain Beneficiaries
- Designate and/or update beneficiary(ies) for eligible retirement and death benefits

New employees will be able to access ORBIT to make these important updates by their second paycheck.

