



How to Change Your Benefit Information

**Have you moved? Did you get married or divorced?
Do you want to update your beneficiary information?
Here is some important information you
may find helpful!**

- ❑ **Human Resources & Payroll:** Notify your Supervisor of your address change or name change so that a PPR can be submitted to the HR office.
- ❑ **Benefits such as Anthem, Lincoln Financial Group & the Activate Clinic:** Will be updated after the PPR is received. Changes can take up to 2 weeks to reflect.
- ❑ **Health Savings Account (HSA):** Contact your financial institution directly to update your address and/or your beneficiary information.
- ❑ **Deferred Compensation (Nationwide):**



How to access your account

You'll need your username and password to access your retirement account. If you haven't already set up an online account, simply visit www.nrsforu.com to sign up.



For help when you need it

If you have questions or need additional information, contact Nationwide's service center at 1-877-677-3678. Our specialists are available Monday-Friday 8:00 a.m. - 11:00 p.m. (EST).

- ❑ **PERF (Indiana Public Retirement System):**
Changes can be made by phone at 844.464.6777 or Voya website by visiting:
<https://my.voya.com/voyasso/index.html?domain=inprs.voya.com#/login-pweb>

When first logging in to your Indiana Public Retirement System account, click **Register Now** and follow the instructions. Your PIN is listed in the security mailer you received from INPRS **OR** you can register with your date of birth. You will then set up your Username and Password for future website and Voya Retire mobile app access. **Note, you will need your PIN when calling. If you do not have a PIN, patiently wait until the call is answered by a representative.**

- ❑ **UNUM Benefits** – If enrolled in any of the UNUM plans (Accident, Critical Illness, Hospitalization, or Whole Life), you will need to contact them directly at **(800) 635-5597** to make any changes including last name, mailing address, beneficiaries or to receive a copy of your policy.
- ❑ **Sheriff's Merit or PSCC Retirement members must contact your Department for information and instructions.**

**For additional information, feel free to contact
Human Resources at 574-535-6725**

