

BENEFICIARY DESIGNATION

Designating your beneficiaries ensures that your benefits are distributed as you wish if the unthinkable happens. Please refer to the following instructions to designate beneficiaries for the benefits you are enrolled in:

- Basic Life Insurance (CM provides at no cost to you)
- Supplemental Life Insurance (Your beneficiary designation is the same as for Basic Life Insurance.)
- Securian Accident & Critical Illness Insurance, Hospital Indemnity
- Business Travel
- Health Savings Account (HSA)
- Tax-Deferred Annuity Plan
- Retirement Plan (Once you are eligible for the Retirement Plan, CM makes contributions based on your age plus your years of service)

Basic Life and Supplemental Life Insurance, Accident & Critical Illness, Hospital Indemnity, & Business Travel

- Log in to Infor Talent Management.
- Click on Beneficiaries on the right side of the page and select the benefit that you would like to add or change a beneficiary. Instructions on [How to Add or Update Beneficiaries for Life Insurance](#).

Health Savings Account (HSA)

- Complete the [HealthEquity Beneficiary Designation Form](#) and mail or fax completed form to the address on the form or complete the form online under “My Profile” in your member portal.

Tax-Deferred Annuity Plan and Retirement Plan

- Visit the [TIAA microsite](#) and log into your account.
- Under the My Account tab, select Profile and choose Add/edit beneficiaries.
- From there, you can designate or edit beneficiaries for both plans and select how much each should receive.
- If you have questions or need assistance, call TIAA at (800) 842-2252. For your protection, TIAA cannot change your beneficiary over the phone.

Remember, you can change your beneficiary information for any of these benefits at any time.

If you have questions about updating beneficiary information, please [submit a ticket through the Employee Service Center](#).