

DRS Beneficiary Change Instructions

1. To log into DRS go to <https://www.drs.wa.gov/account/>.
2. If this is your first time accessing DRS, click on online account access, then click on Register Now.

This site provides online account services for members and retirees of the Washington State Department of Retirement Systems, including access to investment account information for Plan 3 and the Deferred Compensation Program. To find out more, see [online account access](#).

Note: You may be asked to verify ownership of your account through [multi-factor authentication](#).

New Users

If you have not yet registered for online access, select Register Now to be guided through the five-step registration process.

[Register Now](#)

3. Complete the Five Steps authentication process.
4. If you already have an account with DRS, enter your user ID and password when prompted.
5. DRS will send a security code to the email they have on file. You need the security code to access your account.
6. Click on the link for your retirement plan (it may be PERS, PSERS or LEOFF 2).

Your Retirement Plan(s)

Select a system and plan below to see a summary of your membership.

- [Public Employees' Retirement System Plan 2 - Active](#)

7. To change beneficiaries, click on View/Edit Complete List.

Beneficiary [View/Edit Complete List](#)

Primary

8. To add beneficiaries, click on the Add a Beneficiary link.

[Add a Beneficiary](#)

9. Enter the beneficiaries' information as prompted, Save Beneficiary, enter percentage, then Submit.

10. This message should be displayed at the top of the page:

Change Beneficiary Designation - All Beneficiaries

Your beneficiary changes were successfully submitted.