



**North Carolina**  
Total Retirement Plans



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ORBIT

## UPDATING AND MAINTAINING BENEFICIARIES for ACTIVE EMPLOYEES ORBIT ONLINE ([orbit.myncretirement.com](https://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 your employees can take to ensure the benefits they work so hard for every day go to the right person(s) and to create an easier path for their loved ones.

How to designate and update beneficiaries online: Screenshot of ORBIT Maintain beneficiary button



Maintain Beneficiaries

+ Add a Principal Beneficiary

View Edit Delete

- Log in to ORBIT (<https://orbit.myncretirement.com/>)
- Click on the 7th tab down on the left – Maintain Beneficiaries
- Designate and/or update beneficiary(ies) for eligible retirement and death benefits

It's as easy as that.

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



Moving to the Future with  
**Online Beneficiary**  
Designation & Maintenance  
*for active employees*

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