

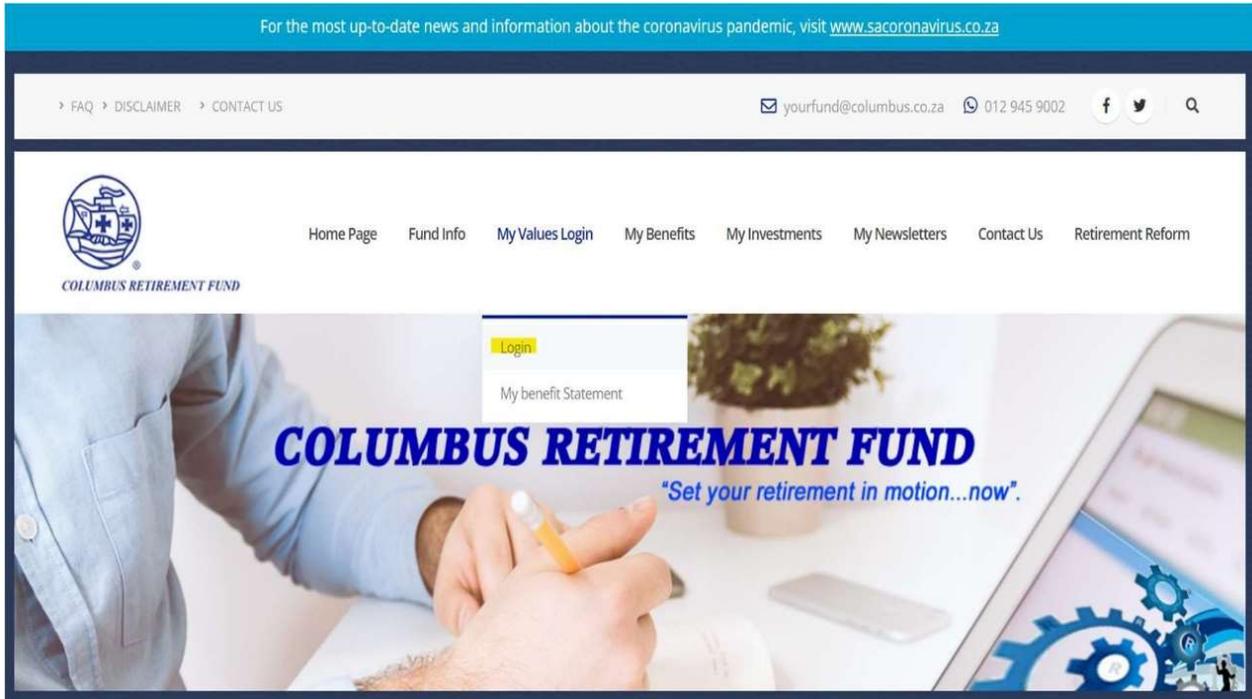


MEMBER GUIDE WEBSITE – UPDATE BENEFICIARY NOMINATION INFORMATION

Herewith the steps that need to be followed to update your beneficiary nomination information:

Step 1	Login to the website as per the registration & login guide that can be found on the website: https://www.col-ret.co.za See Screenshots 1 and 2 Below
Step 2	Once you are logged in click on the menu: See Screenshot 3
Step 3	Click on the dropdown “Member Static Information” and then click on “Nominated Beneficiaries” See Screenshot 4
Step 4	Click on “Edit” See Screenshot 5
Step 5	Click on the “add” option See Screenshot 6
Step 6	Enter ALL the information required You can enter more than one Beneficiary should you wish to Click on save and Confirm See Screenshot 7
Step 7	Check that the details are updated If not, repeat steps 3-6

Login Screen 1: Click on the Tab “My Values Login” then click on “Login” (Highlighted in yellow)



Login Screen 2: On the right side of the page, click on the link “Click Here” (Highlighted in yellow)

You can access your Fund Credit on the Premier Benefits Secure Member Website. Premier Benefits has a fully interactive member website to allow members to take ownership of their own retirement provision.



Get your VALUES HERE
> LOGIN

PREMIER



PREMIER

If this is the first time you are logging on, you need your own username and password, which were emailed to you. It is recommended that you change your password once you have logged on. If you have not yet received a system email or don't have access to email, please contact your Payroll Administrator who can provide you with the information.

Help:
Should you experience any problems with accessing the web, please contact Premier Benefits under **Contact Us** or email the Fund at yourfund@columbus.co.za



COLUMBUS RETIREMENT FUND MEMBER INTERNET ACCESS

REGISTRATION & LOGIN GUIDE

Please **Click Here** to access a simple user guide which will help you to register, login and find your way around the Secure Member Site.

Login Screen 3: Click on the Menu



Login Screen 4: Click on the arrow next to the option “Member Static Information” and click on “Nominated Beneficiaries”

- ▶ Member Static Information
- Member Details
- Category History
- Contribution Rates
- Nominated Beneficiaries**
- Notes
- Paypoint History
- Salary History
- ▼ Member Transactions
- ▼ Member Risk Benefits
- ▼ Member Exit Details
- ▼ Member Reports

Login Screen 5: Click on the green “Edit” option

Effective Date	Surname	Firstname	Date of Birth	Relationship	Percentage	Address
No data to display						
Edit						

Login Screen 6: Click on the “add” option (Highlighted in yellow)

Effective Date	Surname	Firstname	Date of Birth	Relationship	Percentage	Address			
No data to display									
Edit									
Surname	Firstname	Cellphone	Date of Birth	Relationship	ID Number	Percentage	Address	Gender	#
Add									
No data to display									
Confirm									

Login Screen 7: Enter the All the information required and click on Save (Highlighted in yellow) and click on the green “Confirm” Option

Surname	Firstname	Cellphone	Date of Birth	Relationship	ID Number	Percentage	Address	Gender	#
Surname: *	<input type="text"/>				Firstname: *	<input type="text"/>			
Cellphone:	<input type="text" value="+27"/>				Date of Birth:	<input type="text"/>			
Relationship: *	<input type="text"/>			<input type="text"/>	ID Number: *	<input type="text"/>			
Percentage:	<input type="text"/>				Address:	<input type="text"/>			
Gender: *	<input type="text"/>			<input type="text"/>					