



Review your beneficiary designations periodically to ensure they reflect your current wishes. You may change your beneficiary any time by following the steps below.

Benefit Plan	Beneficiary Instructions	Contact
Life and Accidental Death & Dismemberment (AD&D)	<ul style="list-style-type: none"> ▪ Log in to the website at usbenefits.nov.com. ▪ Click the red Enroll now button. ▪ Enter your Username and Password. ▪ Click My Beneficiaries in the middle of the page. ▪ Scroll down to see all of your current beneficiary designations. ▪ Click Edit Beneficiaries to make any updates. ▪ The total for all primary beneficiaries must equal 100%. ▪ Secondary beneficiaries are optional but if entered, the total for all secondary beneficiaries must equal 100%. 	<p style="text-align: center;">NOV 1-877-668-2363</p>
Health Savings Account (HSA)	<ul style="list-style-type: none"> ▪ Log in to the member website hsabank.com. ▪ From the home page, scroll down to the Quick Links section and click on Update HSA Beneficiaries. ▪ Or click on your name in the upper right-hand corner of the page, then select Profile Summary. ▪ Then, scroll down the page until you see the Beneficiary section and click Add Beneficiary. ▪ Add or update your beneficiary information. 	<p style="text-align: center;">HSA Bank 1-855-731-5220 hsabank.com</p>
NOV 401(k) Plan	<ul style="list-style-type: none"> ▪ Log in to your retirement account at principal.com. ▪ Select Overview and then Beneficiaries. ▪ Add or update your beneficiary information. 	<p style="text-align: center;">Principal 1-800-547-7754 principal.com</p>
NOV Equity Program	<ul style="list-style-type: none"> ▪ Log in to your account at etrade.com. ▪ Click on My Profile under the user icon at the top right of the screen. ▪ Click on Account Preferences under My Profile. ▪ Click View/Edit next to Account Beneficiary. ▪ Add or update your beneficiary 	<p style="text-align: center;">E*TRADE 1-800-838-0908 etrade.com</p>