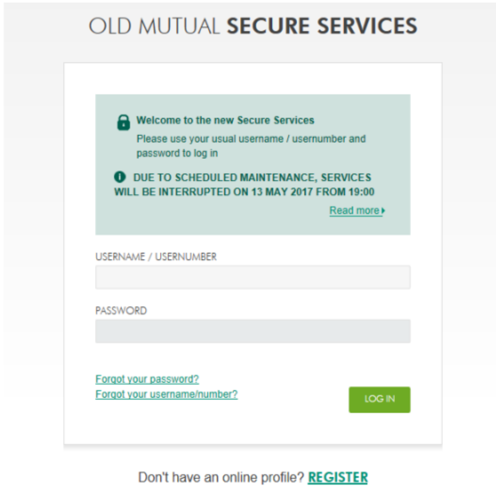
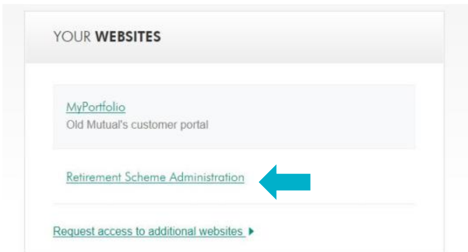
HOW DO I **COMPLETE/UPDATE MY BENEFICIARY NOMINATION FORM?**

- **Please use Old Mutual's SECURE SERVICES** website (https://secure.ssa.oldmutual.co.za/), and select the **RETIREMENT SCHEME ADMINISTRATION** option**.**
- If you can't remember your log-in details: Follow the prompts on the log-in page or phone 0860 60 65 00 for assistance with your log-in details.
- Please use the Microsoft **Internet Explorer web browser**. It may not work properly with other browsers.
- The Secure Services website **limits the number of changes you can make to your beneficiary details on a given day.** Once you click on the "Save" or "Save Changes" button, you must wait until the next day before you can add further beneficiaries, change allocation percentages, add comments, or change beneficiary details.

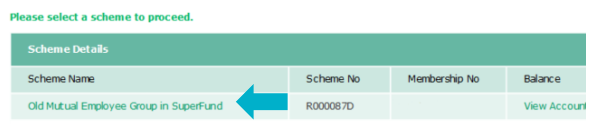
1. **Go to the Secure Services log-in page (https://secure.ssa.oldmutual.co.za/)** and enter your log-in details.
   *Please **use the Internet Explorer web browser** (version 9.0 or later), since Secure Services is currently optimised for this browser.*
2. **If you're not registered for Secure Services,** please follow the steps on the next page.
3. Click on the relevant options if you need help with your password or username/number.



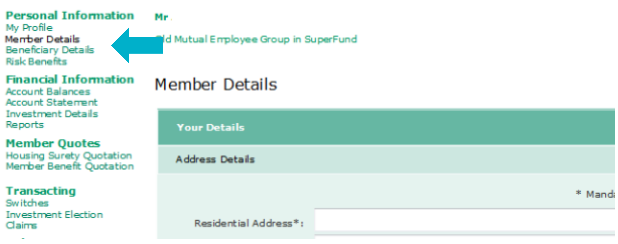
4. **Click on RETIREMENT SCHEME ADMINISTRATION**
5. **If you don't see the RETIREMENT SCHEME ADMINISTRATION option**, please follow the steps on the next page.



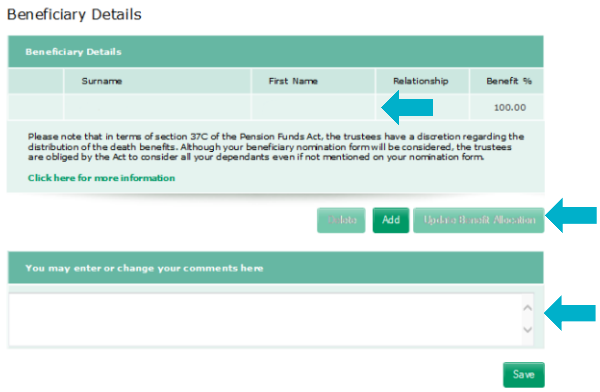
6. **Click on "Old Mutual Employee Group in SuperFund"**



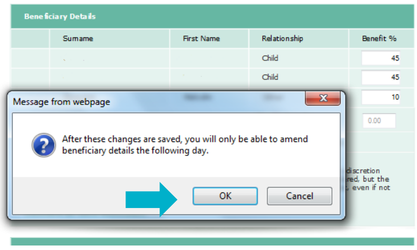
7. **Click on "Beneficiary Details"** on the left hand menu.



8. If you have previously nominated beneficiaries, you will see them listed here.
9. **Use the buttons** if you want to:
   - Delete beneficiaries
   - Add new beneficiaries and allocations
   - Update the Benefit Allocation (change % split)
10. **Click on a beneficiary's name** to update their details.
11. Use the **comments box** if you want to add any details. For example, if you want to use a trust in respect of a minor child, provide details here.



12. **The system limits the number of changes you can make on a given day**. When you click on "Save" or "Save Changes", your changes will be recorded, and you will have to wait until the following day to make further changes. Select "OK" if you are happy with the changes.



HOW TO **REGISTER FOR SECURE SERVICES**

1. Go to https://secure.oldmutual.co.za/registration in your Internet Explorer web browser.
2. Complete your personal details.
3. Agree to the terms and conditions
4. Create a unique username and password and request an SMS code
5. Insert the code received by SMS
6. You are now registered for the general Secure Services website.
7. Go to the next section to APPLY FOR RETIREMENT SCHEME ADMINISTRATION access.

HOW TO APPLY FOR **RETIREMENT SCHEME ADMINISTRATION ACCESS**

- *If you are not yet registered for Secure Services – see the previous section to register first*
- *If you have forgotten your Secure Services log-in details, follow the prompts to get help*

1. You will need your Client ID, so **call 0860 20 30 40 before you get started.** During this quick call, you will be asked your initials, surname and ID number.
2. Log into Secure Services at https://secure.ssa.oldmutual.co.za/ (if you're not already logged in).
3. Click on **'Customer'**, and then select the **'Retirement Scheme Administration'** role
4. Insert your Client ID (the number you were given by the Call Centre).

Congratulations! With **Retirement Scheme Administration** access, you can now view your OMEGS balance, update your beneficiaries, make investment switches, and more.

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