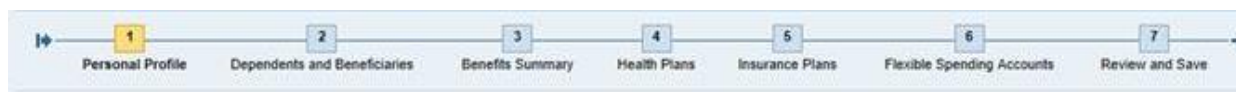


# Employee Self-Service (ESS) Quick Reference Guide to Life Insurance Beneficiary Designations and Anytime Changes



**NOTE:** The steps outlined below will take you through the process for selecting and/or making a change to your current life insurance plan(s) beneficiary (ies) information. If you are electing to designate a Trust, Estate or Charitable organization as your beneficiary, please contact the Benefits Administration Division for further instructions.

## Step Two (2): Dependents and Beneficiaries

Click on step 2 to change or add a beneficiary to the life insurance plans (Basic, Accidental Death and Dismemberment, Supplemental and Extra life).

- Click on the pencil icon (**Edit Dependents and Beneficiaries**) at the top of the page to make a change to your current beneficiary information.
- Click on the pencil icon next to the name of the beneficiary (ies). After you make your change, click the “Save” button at the top of the screen.
- To add a new beneficiary, click on the “Add” button and a drop down list will appear.
- Select the Dependent Type which would be “**Beneficiary**” from the drop down list.
- Fill in beneficiary information on the “**Add Beneficiary**” screen. Note: The asterisk (\*) fields are required fields and must be completed.
- Select Save – **If you are adding more than one beneficiary, select “Save and Back” to add your additional beneficiary(ies).**

**NOTE:** Once you designate a beneficiary (ies), that name will always remain on your record. However, if you do not want a listed beneficiary(ies) to receive funds at your death, you must remove the allocation amount assigned to that beneficiary(ies).

## Step Four (4): Insurance Plans

Click on step 4 to add your beneficiary to the life insurance plans (e.g., Accidental Death and Dismemberment (AD&D), Basic Life).

- Click on the pencil icon under “Actions.”
- Fill in the percentage amount on the pop up screen.
- Click on the “Add” button to save your change.
- Repeat the above process for each insurance plan listed.

## Step Six (6): Review and Save

**Step Seven (7):** Click on step 7 to review and **SAVE** your beneficiary elections. You will see the message; “**Data Successfully Changed.**” It is imperative that you **SAVE** and then **PRINT** your Benefit Elections Summary for your records.