




# Beneficiary Change

Step	Action
1.	Click in the <b>User ID</b> field.
2.	Enter your <b>User ID</b>
3.	Enter your <b>Password</b>
4.	Click the <b>Sign In</b> button. 
5.	Click the <b>Open Enrollment</b> link. 
6.	Click the <b>Select</b> button. 
7.	Click the <b>Edit</b> button next to the plan you wish to edit Beneficiaries on. Only Voluntary Life and Life and AD and D require Beneficiaries.
8.	Click the <b>Add/Review Beneficiaries</b> button. 
9.	Click the <b>Add a dependent or beneficiary</b> button. 
10.	Click in the <b>First Name</b> field.
11.	Enter the desired information into the <b>First Name</b> field.
12.	Click in the <b>Last Name</b> field.
13.	Enter the desired information into the <b>Last Name</b> field.
14.	Click the <b>Relationship to Employee</b> list.
15.	Click the <b>Select Relationship</b> from drop down. Note: Document Attachment not required for Beneficiary.
16.	Click the <b>Save</b> button. 
17.	Click the <b>OK</b> button. 
18.	Click the <b>Return to Event Selection</b> link. 
19.	To designate allocation of funds, Click in the <b>New Primary % Allocation</b> field.
20.	Enter the desired percent of allocation into the <b>New Primary % Allocation</b> field that corresponds to your Beneficiary/s. Total of allocations must equal 100%
21.	Press the left mouse button and drag the mouse to select the desired text.
22.	Click the <b>Continue</b> button. 



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Step	Action
23.	Click the <b>OK</b> button. 
24.	<b>End of Procedure.</b>