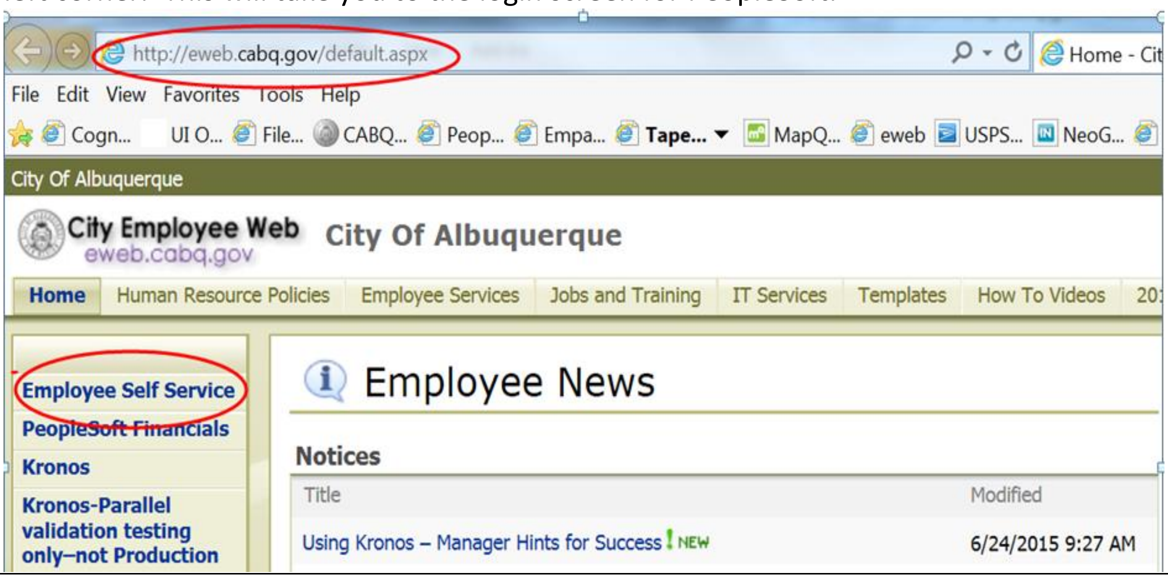
Beneficiary Change for Life Insurance

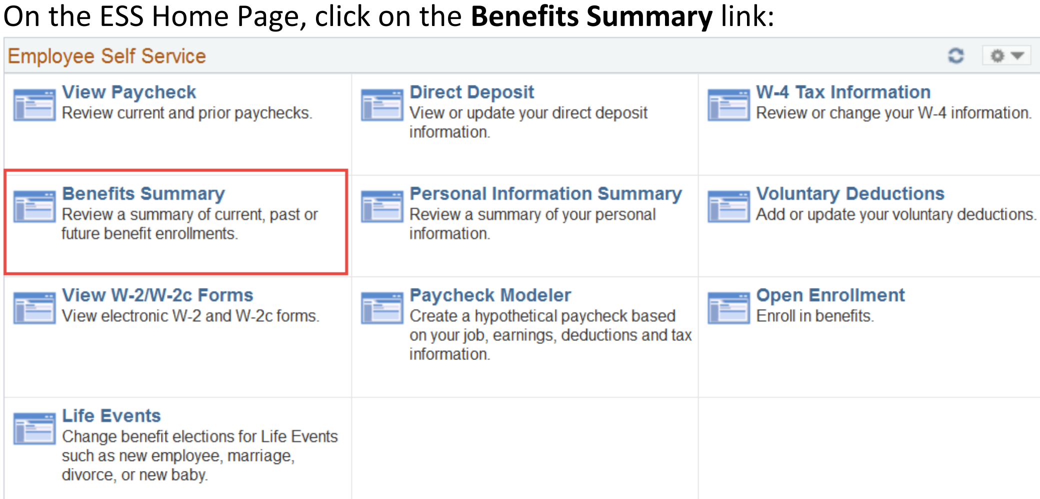
This is a job aide to help you navigate through PeopleSoft, the City's Human Resources, Benefits and Payroll system, to make changes to your life insurance. You may do this at any time. Please read this instruction carefully to ensure you make the changes you meant to through Employee Self Service (ESS.)

Please pay attention to the important instructions on each screen throughout the process.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Open an Internet session from any browser. In the address line type employee.cabq.gov. You can also get there by going to the City's Employee website at eweb.cabq.gov. Once there, you can click on the Employee Self Service link in the top left corner. This will take you to the login screen for PeopleSoft.



</td></tr>
<tr><td>2.</td><td>When the login page appears, sign into PeopleSoft by entering your User ID and Password. Your User ID is a six character value Exxxxx (the x's being the last five numbers in your Employee ID.) If you don't know your password, or if you have entered the wrong three times and get locked out, then call the helpdesk at 768-2930 to have your password reset.</td></tr>
<tr><td>3.</td><td>Click on the Sign In button.</td></tr>
<tr><td>4.</td><td>On the ESS Home Page, click on the Benefits Summary link:



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5.	After you click on the **Benefits Summary** link, you will see the options. You may choose Life and AD and D (Basic Life) and/or Supplemental Life by clicking the words.
6.	Click the Edit button at the bottom of the page if you wish to make changes.
7.	You can change the allocation from one beneficiary listed to another by entering a percentage amount in the New Primary Allocation or New Secondary Allocation field across from the appropriate person. Make sure each one totals 100%.
8.	If the person you want to designate is not listed the click on the Add a New Beneficiary button near the bottom of the page.
9.	Read the directions on the next page carefully. Complete the Personal Information for the added beneficiary and click Save at the bottom of the page.
10.	The next page is a summary of the information you just added. Click Return to Change Current Beneficiaries and Allocations at the bottom of the page.
11.	The newly added beneficiary should be listed. Enter the percentage in either the New Primary Allocation or New Secondary Allocation. Make sure each one totals 100%.
12.	Click Save
13.	Click Return to Life Insurance Main
14.	Click Return to Employee Benefit Summary
15.	End of procedure and you may click Sign out (top right section of the page.)

Congratulations! You're done!

NOTE: If you need technical assistance call 768-2930.
If you have questions about benefit options call 768-3758.