The purpose of this job aide is to provide a guide to update Life & AD&D and/or Voluntary Life Beneficiary allocation percentage.

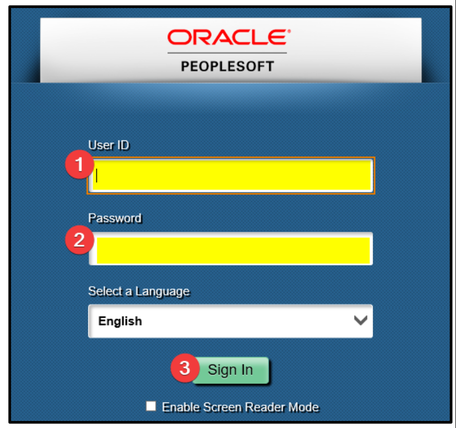
Navigation of PeopleSoft

Step 1.

- Open an Internet browser.
- Navigate to [Employee Self-Service]()

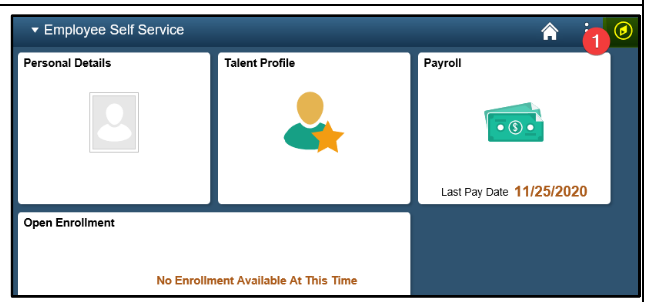
Step 2.

- Enter User ID (Your employee ID with an "E" in front of it)
- Enter Password
- Select Sign In

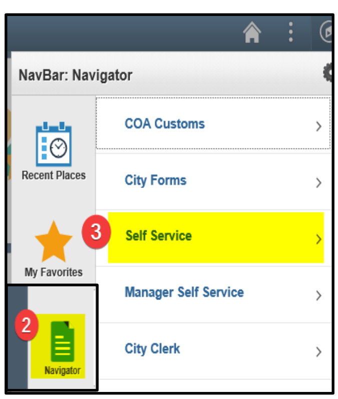


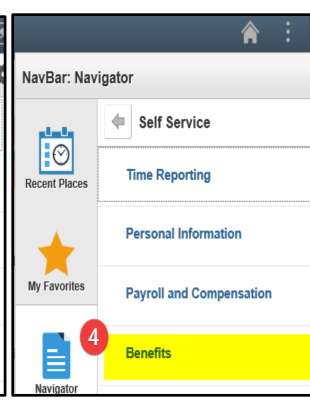
Step 3.

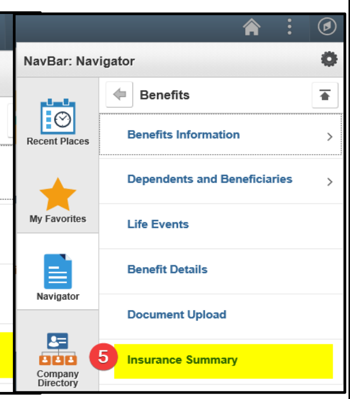
- Select the NavBar at the top right of the home page.



- Select Navigator
- Select Self Service
- Select Benefits
- Select Insurance Summary



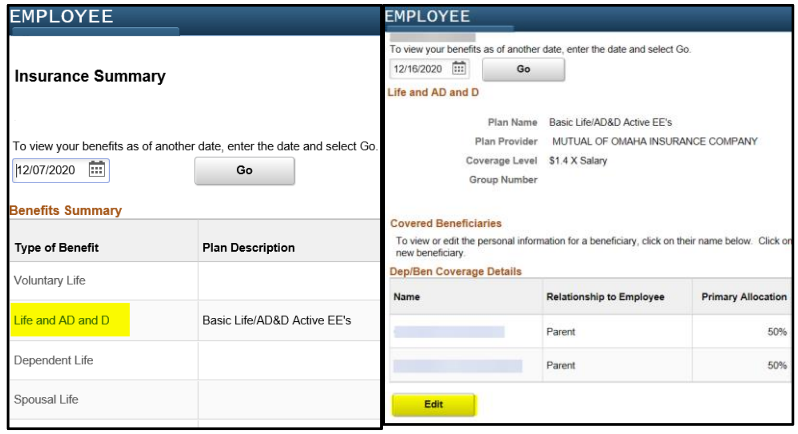




Navigation of PeopleSoft

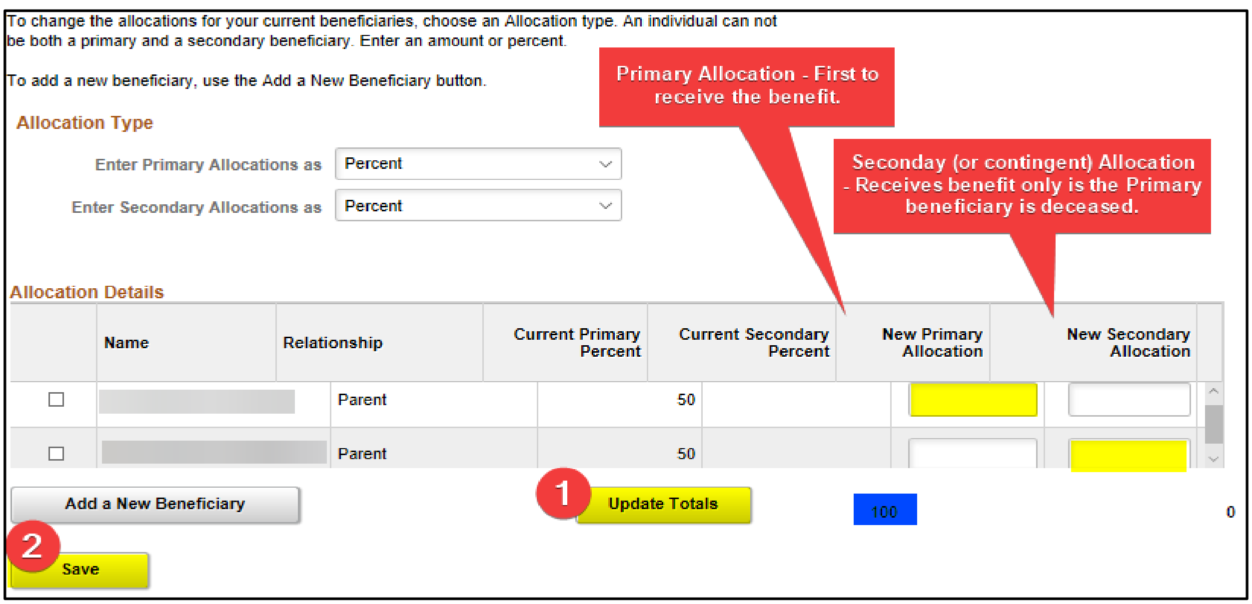
Step 4.

- Select the "Type of Benefit" link to update
- Select Edit



Step 5.

- Enter updated allocation **NOTE – A primary allocation totaling 100% is required. A secondary allocation is not required, but is recommended.**



Click Update Totals to ensure your amount is 100%

- Click Save
- When saved you will receive a confirmation.