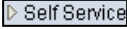



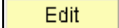



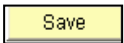





Beneficiary Designations

1.	Click the Employee Self Service link. 
2.	Click the Benefits link. 
3.	Click the Benefits Summary link. 
4.	The Summary page displays your coverage level and participation in each benefit to which you are eligible. The date is today's date by default. To view coverage for a different date, enter a new date in the Date field and click Go .
5.	Beneficiaries must be designated separately for each of the following plans, even if you want them all to be the same: -Life -Supplemental Life -AD and D -Supplemental AD and D For this example, click Life in the Type of Benefit column. 
6.	The Life page summarizes the current plan in which you are enrolled. This page also displays a list of the covered beneficiaries and their associated allocation percent. Click the Edit button to change the allocation if desired. 
7.	Use the Change Current Beneficiaries and Allocations page to add new beneficiaries and modify the primary and contingent allocation percents. Click the Add a New Beneficiary link to add a new beneficiary to the list. 
8.	The Dependent Personal Information page is also used to add Beneficiary personal information. Enter the desired information into the First Name field.
9.	Enter the desired information into the Last Name field.
10.	Choose male or female from the Gender dropdown list. 
11.	Enter the appropriate date of birth into the Date of Birth field.
12.	Enter the desired information into the SSN field.



13.	Choose the appropriate relationship from the Relationship to Employee dropdown list. 
14.	Uncheck the box Same Address as Employee to enter a different address. When satisfied with all of the information entered, click the Save button. 
15.	Click the OK button. 
16.	Click Edit to make a change to your dependent or beneficiary's personal information. When you are satisfied with the information entered, click the Return to Change Current Beneficiaries and Allocations link. Return to Change Current Beneficiaries and Allocations
17.	Enter the desired percentage into the New Primary Allocation field. Enter whole numbers and omit the "%" symbol.
18.	Enter the desired percentage into the New Contingent Allocation field. Enter whole amounts and omit the "%" symbol. Contingent beneficiaries receive benefits only if all Primary beneficiaries are deceased.
19.	When satisfied with your designated allocations, click the Update Totals button. 
20.	Click the Save button to store changes. 
21.	Click the Return to Life Insurance Main 2x link. Return to Life Insurance Main 2x
22.	Click the Return to Employee Benefit Summary link. Return to Employee Benefit Summary
23.	Remember: Beneficiaries must be designated separately for each of the following plans, even if you want them all to be the same: -Life -Supplemental Life -AD and D -Supplemental AD and D <i>Note: Retirement plan beneficiaries must be assigned directly with your retirement vendor (TIAA-CREF, ING, Fidelity and/or VALIC).</i> End of Procedure.