







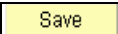


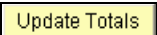
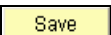




## Beneficiary Designations – Life Insurances

1.	<p>Click the <b>Employee Self Service</b> link.</p> 
2.	<p>Click the <b>Benefits</b> link.</p> 
3.	<p>Click the <b>Benefits Summary</b> or <b>Insurance Summary</b> link.</p> 
4.	<p>The Summary page displays your coverage level and participation in each benefit to which you are eligible.</p> <p>The date is today's date by default. To view coverage for a different date, enter a new date in the <b>Date</b> field and click <b>Go</b>.</p>
5.	<p>Beneficiaries must be designated separately for each of the following plans, even if you want them all to be the same:</p> <ul style="list-style-type: none"> <li>-Life</li> <li>-Supplemental Life (Optional)</li> <li>-AD and D</li> <li>-Supplemental AD and D (Optional)</li> </ul> <p><i>Note: Retirement plan beneficiaries must be assigned separately with your retirement vendor (i.e. TIAA-CREF).</i></p> <p>For this example, click <b>Life</b> in the <b>Type of Benefit</b> column.</p> 
6.	<p>The <b>Life</b> page summarizes the current plan in which you are enrolled.</p> <p>In the <b>Covered Beneficiaries</b> grid, the system will display current beneficiary designations. Blank information indicates no designations are currently assigned.</p> <p>Click the <b>Edit</b> button to change the allocation if desired.</p> 
7.	<p>Use the <b>Change Current Beneficiaries and Allocations</b> page to add new beneficiaries and modify the primary and contingent allocation percents.</p> <p>In the grid, the system will display eligible beneficiaries currently in MaineStreet as well as any current designations. Click <b>Add/Review Beneficiaries</b> to add a new beneficiary. Blank percents in the Current Primary/Contingent columns indicate no designations are currently assigned.</p> <p>Click the <b>Add a New Beneficiary</b> link to add a new beneficiary to the list.</p> 
8.	<p>Enter the desired information into the <b>First Name</b> field.</p>

9.	Enter the desired information into the <b>Last Name</b> field.
10.	Click the <b>Female</b> list item. 
11.	Enter the desired information into the <b>Date of Birth</b> field.
12.	Enter the desired information into the <b>SSN</b> field.
13.	Click the <b>Mother</b> list item. 
14.	Uncheck the box <b>Same Address as Employee</b> to enter a different address.  When satisfied with all of the information entered, click the <b>Save</b> button. 
15.	Click the <b>OK</b> button. 
16.	<i>If a change needs to be made to your dependent or beneficiary's personal information, notify your <a href="#">Campus Human Resources Office</a> immediately.</i>  Click the <b>Return to Change Current Beneficiaries and Allocations</b> link. 
17.	Enter the desired information into the <b>New Primary Allocation</b> field (s).
18.	Enter the desired information into the <b>New Contingent Allocation</b> field(s).
19.	When satisfied with the allocations designated, click the <b>Update Totals</b> button. 
20.	Click the <b>Save</b> button to store changes. 
21.	Click the <b>Return to Life Insurance Main 2x</b> link. 
22.	Click the <b>Return to Employee Benefit Summary</b> link. 
23.	<b>Remember:</b> Beneficiaries must be designated separately for each of the following plans, even if you want them all to be the same: <ul style="list-style-type: none"> <li>-Life</li> <li>-Supplemental Life (Optional)</li> <li>-AD and D</li> <li>-Supplemental AD and D (Optional)</li> </ul> <p><i>Note: Retirement plan beneficiaries must be assigned separately with your retirement vendor (i.e. TIAA-CREF).</i></p> <p><b>End of Procedure.</b></p>