Beneficiary Designations

1.	Click the **Employee Self Service** link. Self Service
2.	Click the **Benefits** link. Benefits
3.	Click the **Benefits Summary** link. Benefits Summary
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. Life
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. Edit
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. Add a New Beneficiary
8.	The **Dependent Personal Informatio**n 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. Female
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. Mother
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. Save
15.	Click the **OK** button. OK
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. Update Totals
20.	Click the **Save** button to store changes. Save
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** *Note: Retirement plan beneficiaries must be assigned directly with your retirement vendor (TIAA-CREF, ING, Fidelity and/or VALIC).* **End of Procedure.**