Benefits: View or Update Dependent and Beneficiary information and allocations
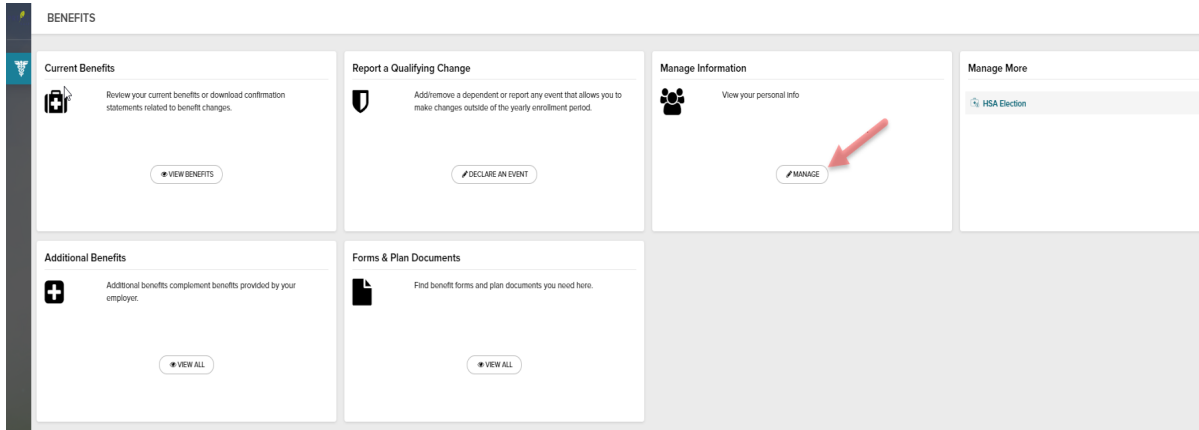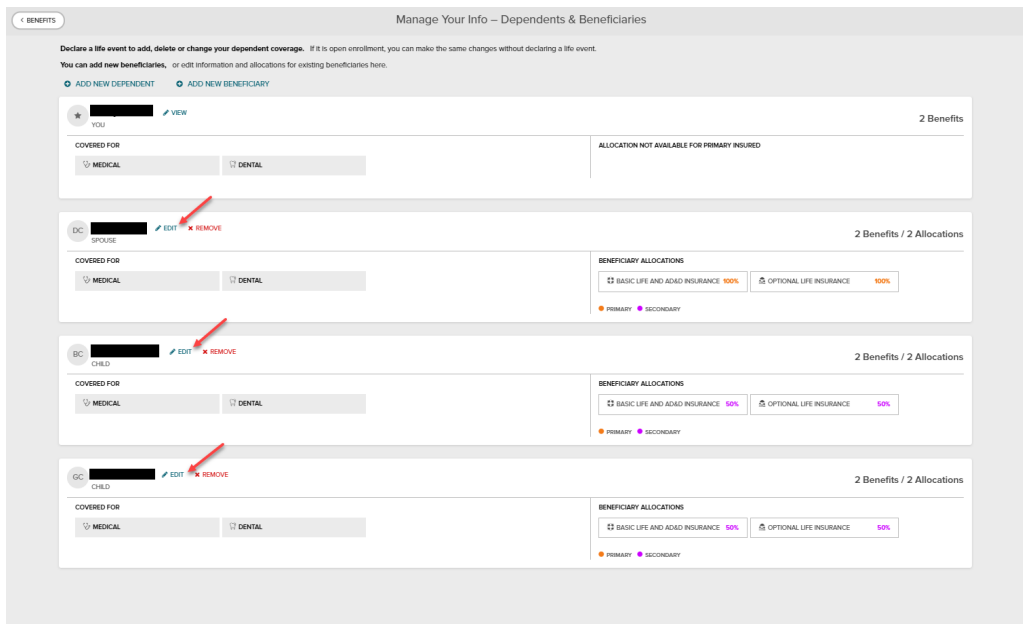
From your Benefits Dashboard – Click on the Manage button on the Manage Information tile

It will take you to the below screen, Manage Your Info – Dependents & Beneficiaries. Next to Dependents name, click EDIT (you only need to edit one of the dependents, you do not need to click EDIT next to each one).

You will then see page: Review <your dependents name here> Info.

Click EDIT either at the top or bottom of your screen

Once it opens, click EDIT next to the plan you wish to update Beneficiary information for:

You will then make your allocations. When done, click SAVE at the bottom:

You will return to "Review" page, confirm allocations are correct and click on SAVE in the upper right corner.

Once completed successfully, you will see the below at the top of your page and you may exit the application.