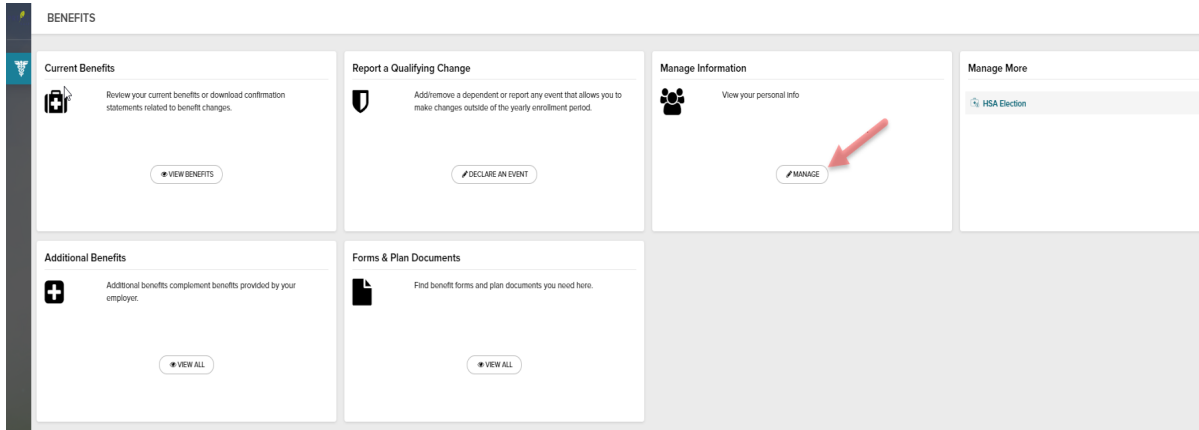
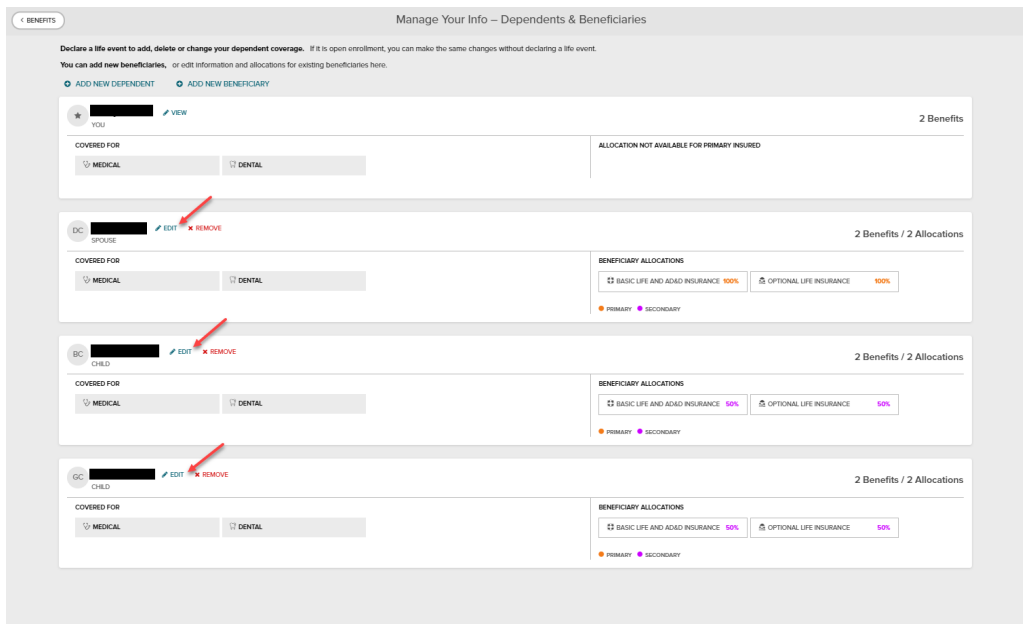


## Benefits: View or Update Dependent and Beneficiary information and allocations

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

Review [Name] Info

Name [Name]

Covered For

- Medical
- Dental

Beneficiary Allocations

- Basic Life and AD... 100%
- Optional Life Insur... 100%
- Optional Spouse L... 0%
- Optional Spouse ... 0%

Address [Address]  
United States of America

Relationship Spouse

Gender Male

Date Of Birth xxx-xx-xxxx [Show](#)

Social Security# xxx-xx-xxxx [Show](#)

Status  Full Time Student  Disabled

[EDIT](#) (top right)

[EDIT](#) (bottom right)

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

Review [Name] Info

Name

FIRST NAME \*

MIDDLE NAME

LAST NAME \*

Covered For

- Medical
- Dental

Beneficiary Allocations

- Basic Life and AD... 100% [EDIT](#)
- Optional Life Insur... 100% [EDIT](#)
- Optional Spouse L... 0% [EDIT](#)
- Optional Spouse ... 0% [EDIT](#)

[SAVE](#) [CANCEL](#)

[EDIT](#) (next to Basic Life and AD plan)

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

Please change the allocations for Basic Life and AD&D Insurance benefit among the beneficiaries listed below:

	PRIMARY	SECONDARY
DC Spouse	100 %	0 %
GC Child	0 %	50 %
BC Child	0 %	50 %
<b>TOTAL:</b>	<b>100%</b>	<b>100%</b>

**SAVE**

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

< BENEFITS Review [REDACTED] Info

**SAVE**

Name FIRST NAME \* [REDACTED]  
MIDDLE NAME [REDACTED]  
LAST NAME \* [REDACTED]

Covered For  Medical  Dental

Beneficiary Allocations

- Basic Life and AD... 100%
- Optional Life Insur... 100%
- Optional Spouse L... 0%

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

< BENEFITS Review [REDACTED] Info

You have successfully updated : [REDACTED]

Name [REDACTED]