

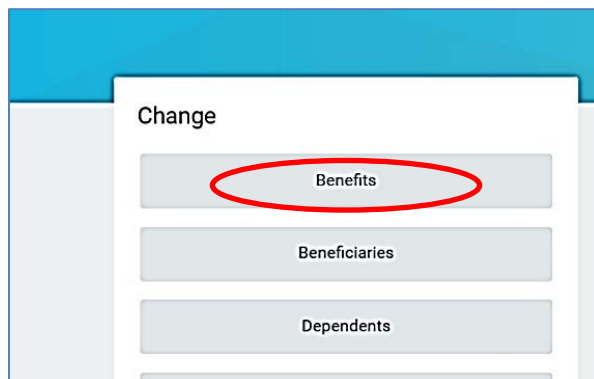
TO UPDATE BENEFICIARY INFORMATION FOR LIFE INSURANCE

Go to the Benefits icon



Select BENEFITS under the Change section

***If you have already added a new beneficiary through Change-Beneficiaries, you will still need to complete this step.*



In the Benefit Event Type field, select Beneficiary Change Only from the drop-down listing. Then add today's date.

Benefit Event Type	*	Beneficiary Change Only ▼
Benefit Event Date	*	09 / 08 / 2017
Submit Elections By		10/07/2017
Enrollment Offering Types		Optional Life Optional AD&D Basic Life/AD&D



Click SUBMIT

The next step is to Change Elections. Click on OPEN.

Change Benefit Elections
Due Date 01/21/2018

Click continue until you get to the Beneficiary Section.

1 - click the + sign to add / - sign to delete name

2 - click the empty box

For existing beneficiaries select BENEFICIARY PERSONS to search for names

OR

To add a new beneficiary select CREATE to add the new beneficiary information

3 - select Primary or Contingent (secondary) for each beneficiary - add % (50%,100%)

Repeat process if you have more than one beneficiary.

Make sure you designate Primary or Contingent and add the percentage.

	Beneficiary	*Beneficiary	*Primary Percentage / Contingent Percent
Basic Life/AD&D - Securian (Employee)	Securian		
	+		<input type="radio"/> Primary Percentage <input type="text" value="0"/>
	-		<input type="radio"/> Contingent Percentage <input type="text" value="0"/>

Click Continue

Check the I AGREE box and then SUBMIT