

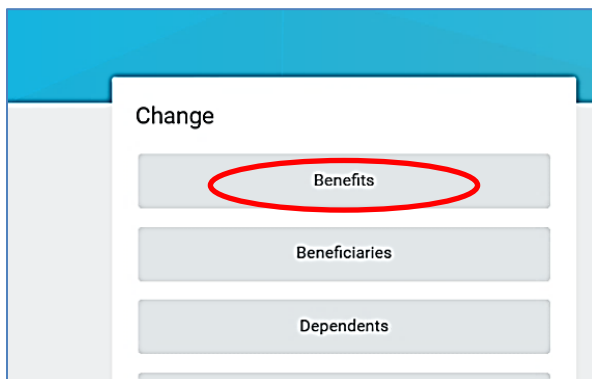
TO UPDATE BENEFICIARY INFORMATION FOR LIFE INSURANCE

Go to the Benefits icon



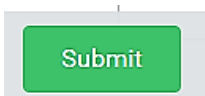
Select **BENEFITS** under the Change section

****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

Open

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 Persons >
Trusts >
Create >

	Beneficiary	*Beneficiary	*Primary Percentage / Contingent Percent
Basic Life/AD&D - Securian (Employee)	Securian	<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> + </div> <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> - </div>	<div style="margin-bottom: 5px;"> <input type="radio"/> Primary Percentage </div> <div style="margin-bottom: 5px;"> <input type="text" value="0"/> </div> <div> <input type="radio"/> Contingent Percentage </div> <div> <input type="text" value="0"/> </div>

Continue
Save for Later
Cancel

Click Continue

Submit
Save for Later

Check the I AGREE box and then SUBMIT