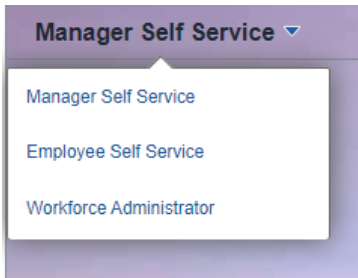


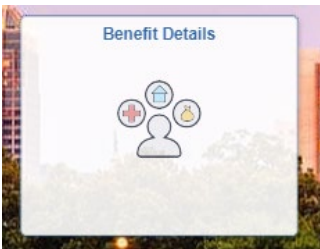
Self-Service Beneficiary Change

Quick-Step Guide

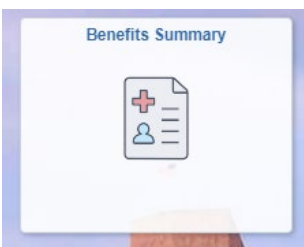
1. [Log into PeopleSoft](#)
2. On the left side of the screen select Employee Self Service from the drop-down menu.



3. Select the Benefit Details tile



4. Select the Benefits Summary tile



5. Select the life insurance plan you wish to review/edit beneficiaries



6. Select the Update Beneficiary Designation button

Update Beneficiary Designation

7. If you need to add a new beneficiary, select the Add a New Beneficiary button

Add Beneficiary

- a. Complete the information for the new beneficiary
 - i. **Note:** If you need to correct or update a dependent/beneficiary's name, date of birth, Social Security number, etc. contact the Benefits Hotline at 1-877-248-0007. Do not add the dependent/beneficiary again.

- b. Select the Save button  when done
8. Enter the new percentage allocations you wish your beneficiaries to have in the New Primary Allocation column and/or the New Secondary Allocation column next to the individual's name.
 - a. The total for New Primary Allocation and New Secondary Allocation must each equal 100%
 - b. You must use whole percentages
9. Select the Save button 

Upon saving your changes your beneficiary information will be updated immediately. Please note, if you changed your beneficiaries after open enrollment ends but prior to January 1, you will need to update your beneficiaries again after January 1, if you did not make the same beneficiary changes within your open enrollment event.