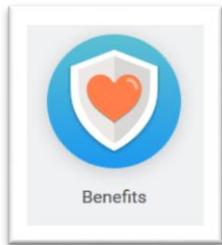


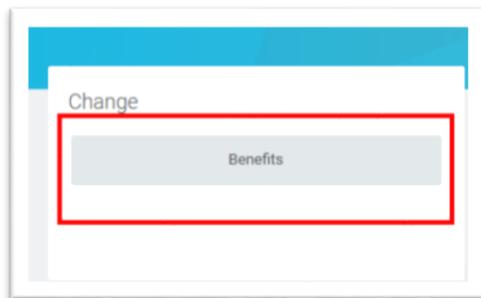
## Update Your Life Insurance Beneficiary Designations

You are able to add or edit your life insurance beneficiaries at any time by initiating a **Beneficiary Change – Life Insurance Benefit Event**.

From the Benefits worklet:



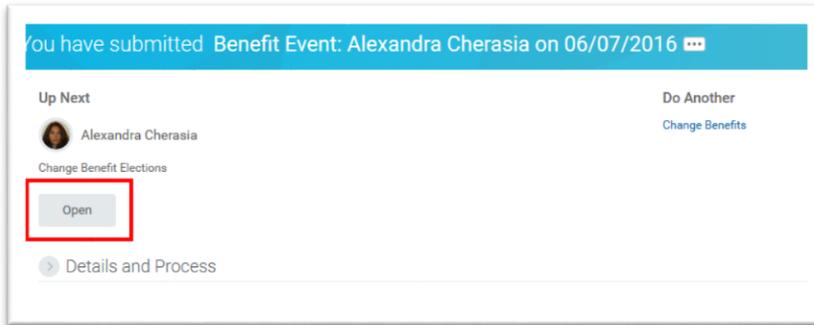
1. Click Benefits.



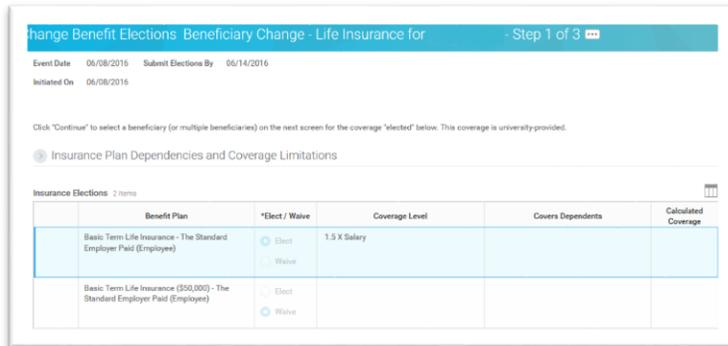
2. You will be brought to the following screen:

The screenshot shows the 'Change Benefits' form. The 'Benefit Event Type' field is a dropdown menu with 'select one' selected. The 'Benefit Event Date' field is a date picker with 'MM / DD / YYYY' and a calendar icon. Below these fields are 'Submit Elections By' and 'Enrollment Offering Types', both currently empty. At the bottom, there is an 'Attachments' section showing '0 items' and a table with a plus icon and the word 'Attachment'.

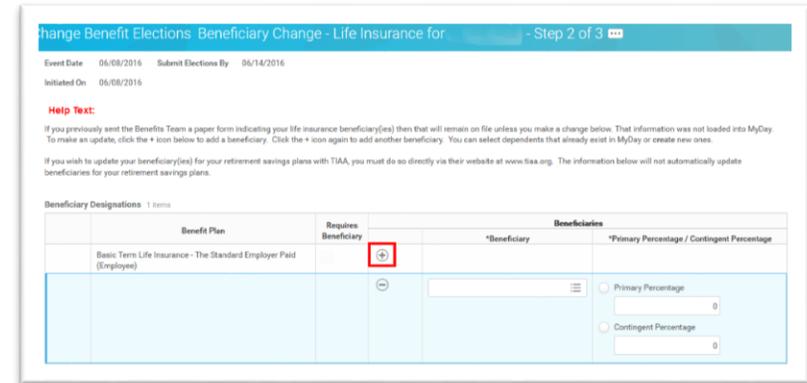
3. Read the Help Text carefully!
4. Select the Benefit Event Type > Beneficiary Change – Life Insurance.
5. Click the **Calendar** icon  to enter today's date.
6. You are not required to attach any documentation.
7. Click **Submit**.
8. Then Click Open to continue on to make a change to your benefits. If you would like to complete this task at a later time, it can be accessed from your MyDay Inbox.



9. After you click Open, you will be brought to the following screen to review your current elections.



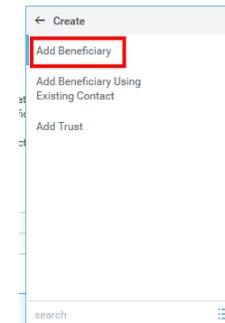
10. Click "Continue" to select a beneficiary (or multiple beneficiaries) on the next screen for the coverage "elected".
11. On the following screen, click the + icon to add a beneficiary. You can select dependents or emergency contacts that already exist in MyDay or create new ones.



12. Use the Prompt Icon to make your selection.

To Add a New Beneficiary:

1. To Add a new Beneficiary, select the Prompt Icon > Create > New Beneficiary.



2. Fill out all required fields (denoted with \*) on the following screen.

3. You must add at least one piece of contact information and the address for each beneficiary in order to complete this process.
4. Navigate to the **Contact Information** tab and select the Add Button in the field of your choice (Phone, Email, Instant Messenger, or Web Address).
5. Add your beneficiaries address by clicking the Add button listed under address. Complete all fields denoted with \*.
6. Click the Ok button. You will be returned to the previous screen.
7. Make your Primary and Contingent elections in the column provided (make sure all primary beneficiaries add up to 100% and all contingent beneficiaries add up to 100%).

8. Click the OK button to advance to the final screen.

### To Add Beneficiary Using an Existing Contact

1. To Add an existing beneficiary (someone who is already listed in the system as a dependent or emergency contact), select the Prompt Icon > Create > New Beneficiary Using Existing Contact.

2. You will be brought to the following screen:

3. Use the Prompt Icon to display a list of your existing contacts that have already been entered in MyDay elsewhere.
4. Hit Ok.

5. The next screen will automatically populate with the contact information already in MyDay for the contact that you selected.
6. Fill out all remaining required fields (denoted with \*) on the following screen.
7. You must add at least one piece of contact information and the address for each beneficiary in order to complete this process.
8. Navigate to the **Contact Information** tab and select the Add Button in the field of your choice (Phone, Email, Instant Messenger, or Web Address).
9. Add your beneficiaries address by clicking the Add button listed under address. Complete all fields denoted with \*.
10. Click the Ok button. You will be returned to the previous screen.
11. Make your Primary and Contingent elections in the column provided (make sure all primary beneficiaries add up to 100% and all contingent beneficiaries add up to 100%).
12. Click the OK button to advance to the final screen.