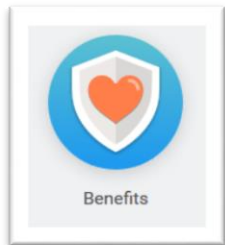


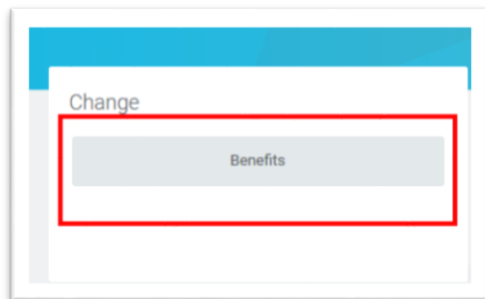
Update Your Life Insurance Beneficiary Designations

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:

Change Benefits

Benefit Event Type * select one ▼

Benefit Event Date * MM / DD / YYYY

Submit Elections By (empty)

Enrollment Offering Types (empty)

Attachments 0 items

+	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.

You have submitted Benefit Event: Alexandra Cherasia on 06/07/2016

Up Next Do Another

Alexandra Cherasia Change Benefits

Change Benefit Elections

Open

Details and Process

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

Change Benefit Elections: Beneficiary Change - Life Insurance for [Name] - Step 1 of 3

Event Date: 06/08/2016 Submit Elections By: 06/14/2016
Initiated On: 06/08/2016

Click "Continue" to select a beneficiary (or multiple beneficiaries) on the next screen for the coverage "elected" below. This coverage is university provided.

Insurance Plan Dependencies and Coverage Limitations

Insurance Elections: 2 Items

Benefit Plan	*Elect / Waive	Coverage Level	Covers Dependents	Calculated Coverage
Basic Term Life Insurance - The Standard Employer Paid (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	1.5 X Salary		
Basic Term Life Insurance (\$50,000) - The Standard Employer Paid (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive			

- Click "Continue" to select a beneficiary (or multiple beneficiaries) on the next screen for the coverage "elected".
- 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.

Change Benefit Elections: Beneficiary Change - Life Insurance for [Name] - Step 2 of 3

Event Date: 06/08/2016 Submit Elections By: 06/14/2016
Initiated On: 06/08/2016

Help Text:
If you previously sent the Benefits Team a paper form indicating your life insurance beneficiary(ies) then that will remain on file unless you make a change below. That information was not loaded into MyDay. To make an update, click the + icon again to add another beneficiary. You can select dependents that already exist in MyDay or create new ones.
If you wish to update your beneficiary(ies) for your retirement savings plans with TIAA, you must do so directly via their website at www.tiaa.org. The information below will not automatically update beneficiaries for your retirement savings plans.

Beneficiary Designations: 1 Items

Benefit Plan	Requires Beneficiary	*Beneficiary	*Primary Percentage / Contingent Percentage
Basic Term Life Insurance - The Standard Employer Paid (Employee)	+		<input type="radio"/> Primary Percentage <input type="radio"/> Contingent Percentage

- Use the Prompt Icon to make your selection.

To Add a New Beneficiary:

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

← Create

Add Beneficiary

Add Beneficiary Using Existing Contact

Add Trust

search

- 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.