

Adding/Updating Beneficiaries on the Employee Portal

From your employee portal homepage, click on the Your Benefits tab from the menu on the left-hand side of the screen.

Medical Dental Vision Life

Start Date 7/1/2022

Plan Name \$1,000 Deductible - Active

Benefit Summary

Office Visit Co-pay \$35

Individual Deductible \$1,000

Individual Co-Insurance

Individual Medical Max Out of Pocket \$2,500

Dependents Covered

Name	Start Date
Baby Wayne	7/1/2022

Select the Life tab from your list of coverages.

Medical Dental Vision **Life**

Start Date	End Date	Plan Name	Coverage Tier
7/1/2022	6/30/2023	Life - Active	Single
7/1/2022	6/30/2023	Dependent Life - Active	Single
7/1/2022	6/30/2023	AD&D - Active	Single

Beneficiaries

Enter your beneficiaries, then click Update.

Beneficiaries Update

Primary You may add multiple beneficiaries, but please be sure the value in the Percent box totals 100%.

Action	Name	Relationship	Percent
+	<input type="text"/>	<input type="text"/>	<input type="text"/>

Contingent You may add multiple beneficiaries, but please be sure the value in the Percent box totals 100%.

Action	Name	Relationship	Percent
+	<input type="text"/>	<input type="text"/>	<input type="text"/>

Once you've clicked Update, the changes are saved and there are no additional steps for adding/updating your beneficiaries.