Beneficiary Changes
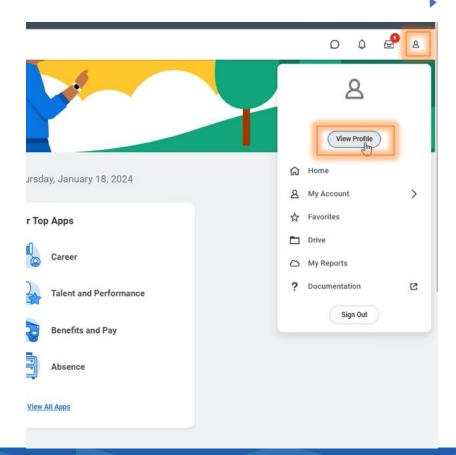
Action: Employee
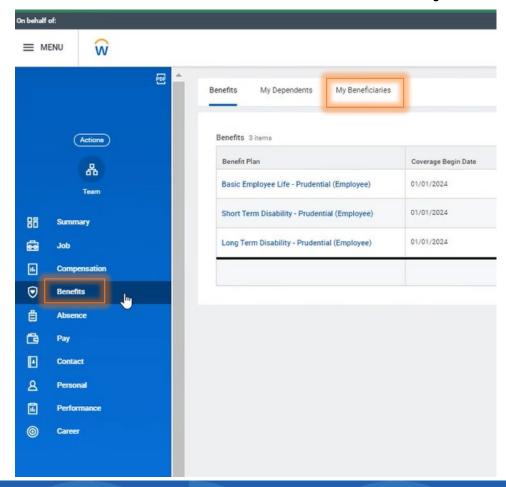
Click on View Profile
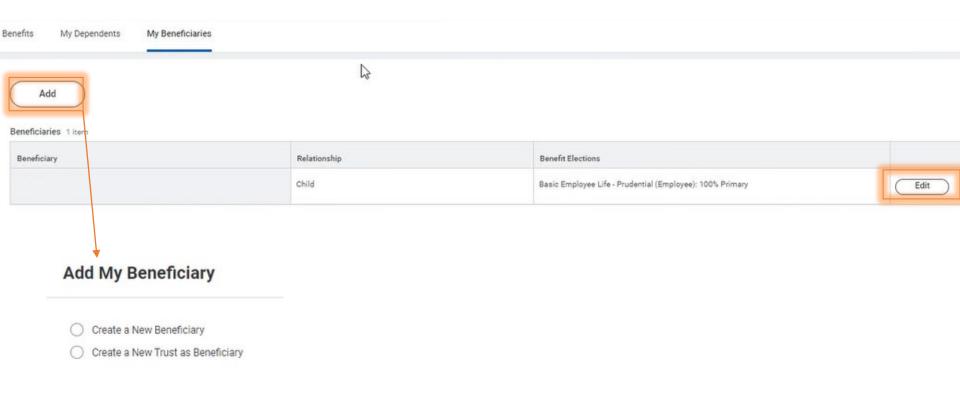
Click on *Benefits* and *My Beneficiaries*

Add or edit beneficiary

Fill out required info when adding

Add My Beneficiary

Beneficiary Personal Information

*= required

Make sure you indicate the % you'd like each beneficiary to receive. Total must equal 100%.

Legal Name

Legal Name *
(empty)

Edit

Relationship

Relationship *
(empty)

Date of Birth

Date of Birth
(empty)

Gender

Gender
(empty)
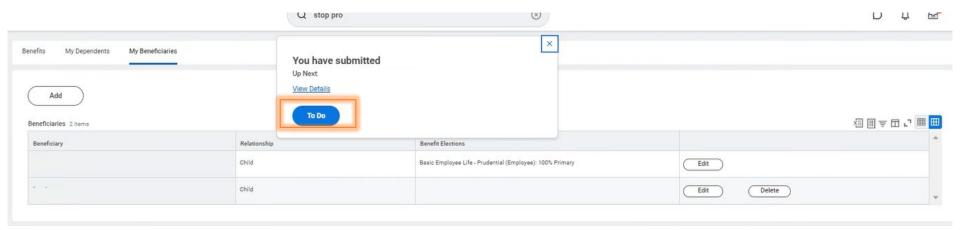
Contact Information

Add Address

Submit and click *To Do*

Adjust benefits for new beneficiary, if needed

Complete To Do   Change Benefits   ...

For	
Overall Process	Change Beneficiary
Overall Status	Successfully Completed
Due Date	01/19/2024
Instructions	You have successfully updated your Dependent record. Based on your selected reason for this change, you may also wish to update your Benefits to add or remove dependent(s) from coverage.
	If you wish to do so, please click the link below to update your elections. Note that this inbox task will not disappear automatically once you have done so; you will need to return to your inbox and click "Submit" below.
	If you do not need to update your elections, please select "Submit" below to remove this task from your inbox.

Change Benefits

enter your comment

workday.