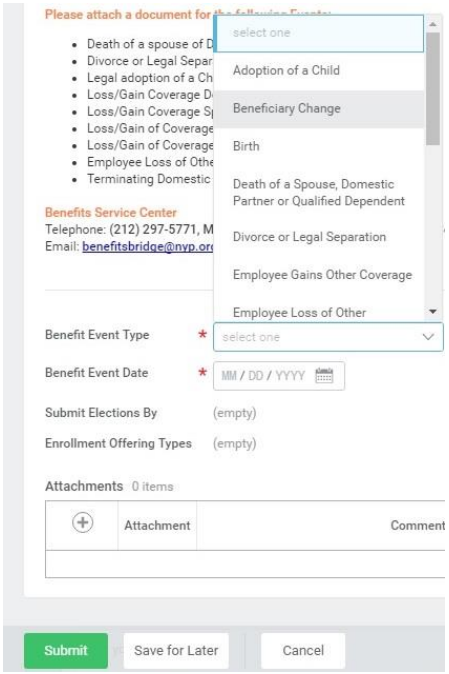
Benefits: Add or Change Life Insurance Beneficiaries

Add new beneficiary information

1. Log into Workday.
2. Select the Benefits worklet.

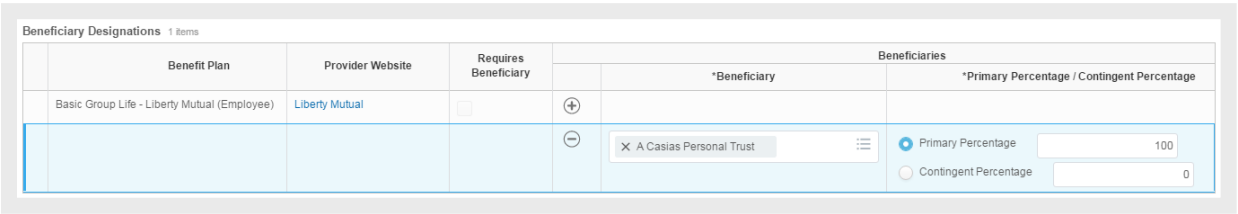


3. Under the **Change** heading, select **Beneficiaries**.
4. Under **Benefit Event Type**, select **Beneficiary Change**.



Make sure you enter the effective date in **Benefit Event Date**, and then click on the green **Submit** button.

5. Select **Open** on the following screen. The next screen will display the benefits you have for which beneficiaries can be designated. Select **Continue**.
6. Click on the **Add Row** icon ⊕ to add a beneficiary. Click the **Prompt** icon ☰ in the Beneficiary field to select from a list of existing beneficiaries. Or, select **Create** to add a new beneficiary. To remove a beneficiary, click the **Remove Row** icon ⊖ next to that beneficiary.
7. Enter the percentage of benefits for each beneficiary in the Primary Percentage / Contingent Percentage column. Your primary beneficiary/ies and, separately, your contingent beneficiary/ies must each total 100%.
8. Click **Continue**.



You will now see your changes. Scroll down to review. To make any corrections, select **Go Back**. If you are satisfied with your changes, select **I Agree** under **Electronic Signature** and select **Submit**. A confirmation page displays.

9. You can either **Print** to keep a copy for your records, or select **Done** to close.

Benefits: Add or Change Life Insurance Beneficiaries

Change existing beneficiary information

Follow these instructions to update an existing beneficiary's information, such as their relationship to you, or their address. To add or change benefit percentages, use the "**Add a Beneficiary**" instructions.

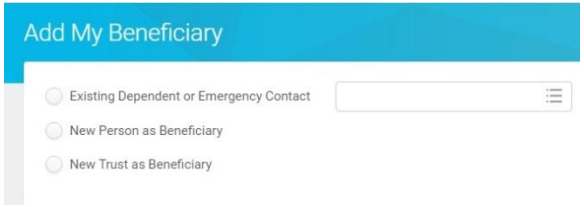
1. Log into Workday.
2. Select the Benefits (heart) worklet.



3. Under the **Change** heading, select **Beneficiaries**.
4. Click on the **Edit** button associated with the beneficiary whose information you wish to update.



5. Once you make changes to the selected beneficiaries information, select **Submit.**
6. To add a new beneficiary, click on the **Add** button. Select **New Person** or **New Trust** and **OK**.



7. Enter all appropriate information for the new beneficiary, and then click **Submit**.
8. You will receive notification that you are all set. Click **Ok**. You will now be brought back to your list of beneficiaries.
9. You will see that you have the option to delete your new beneficiary. If you are ok with all changes, go to the Benefits worklet, and follow instructions above to add beneficiary to the benefit you choose.

