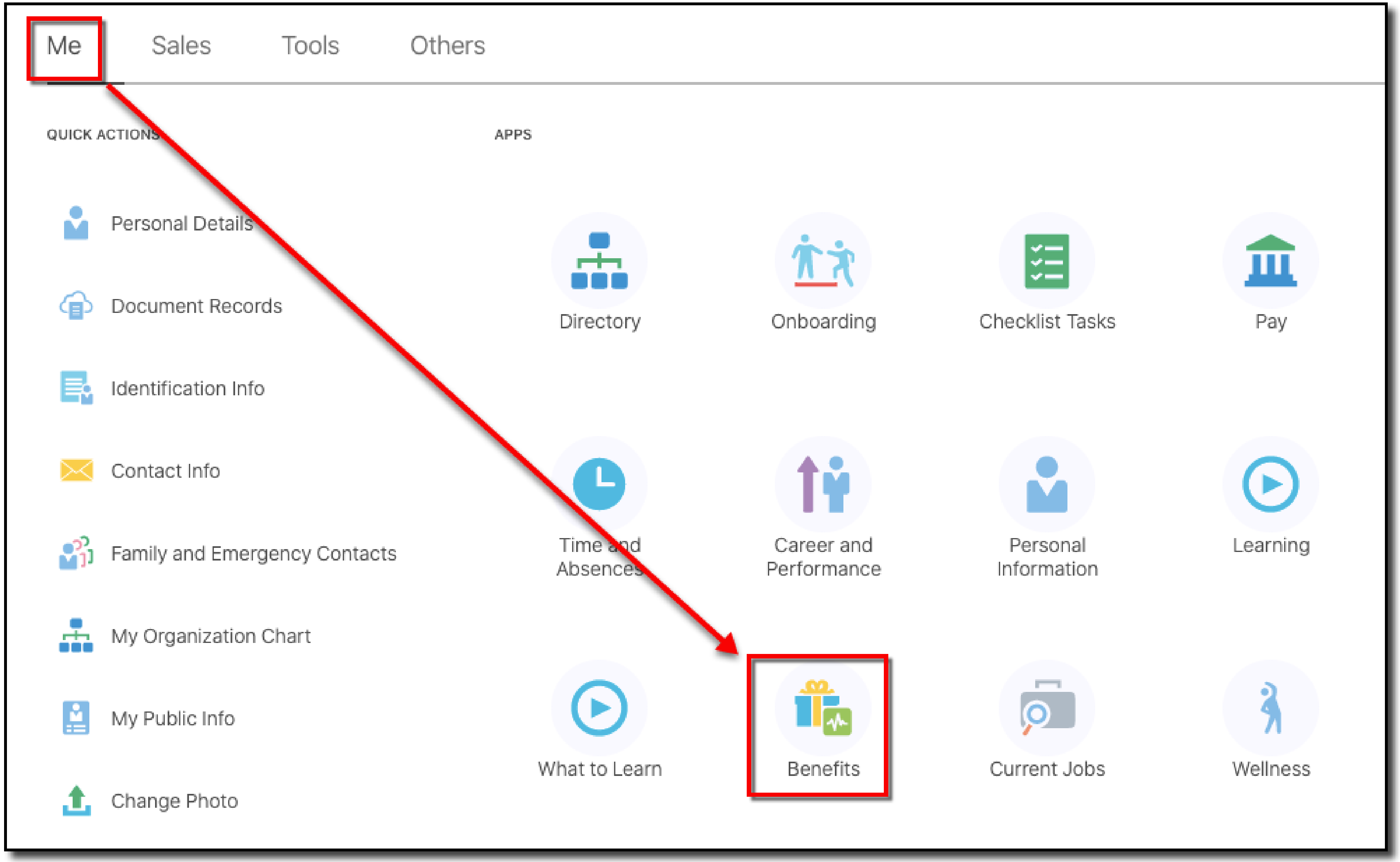
ESS – Updating a Beneficiary

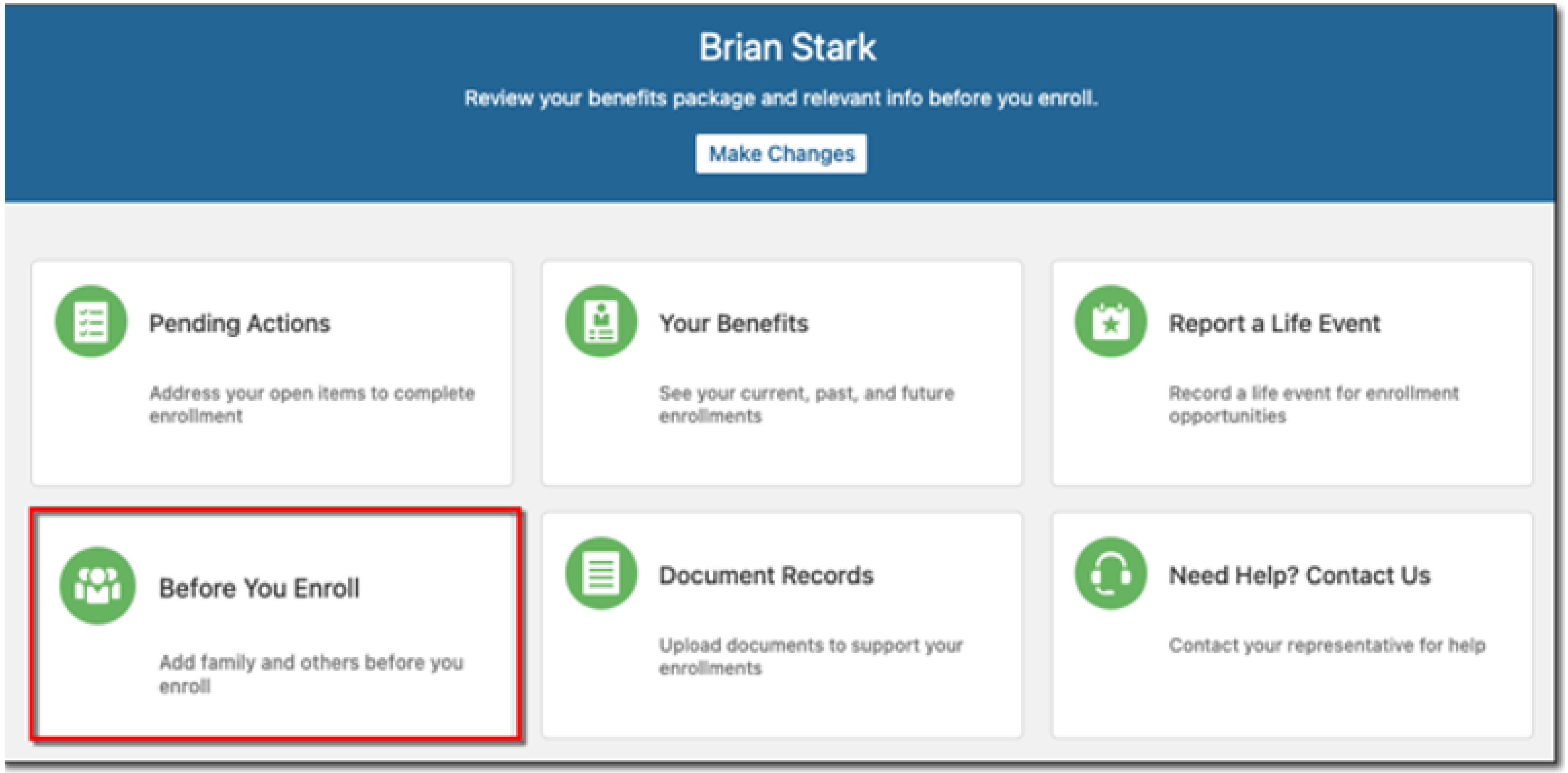
Note: To update a beneficiary, the person or trust must be in people to cover to select for a beneficiary.

1. Select **Me** to display your employee functions.

2. Click the **Benefits** icon. Go to slide 7 if you do not need to add or change anything in people to cover.



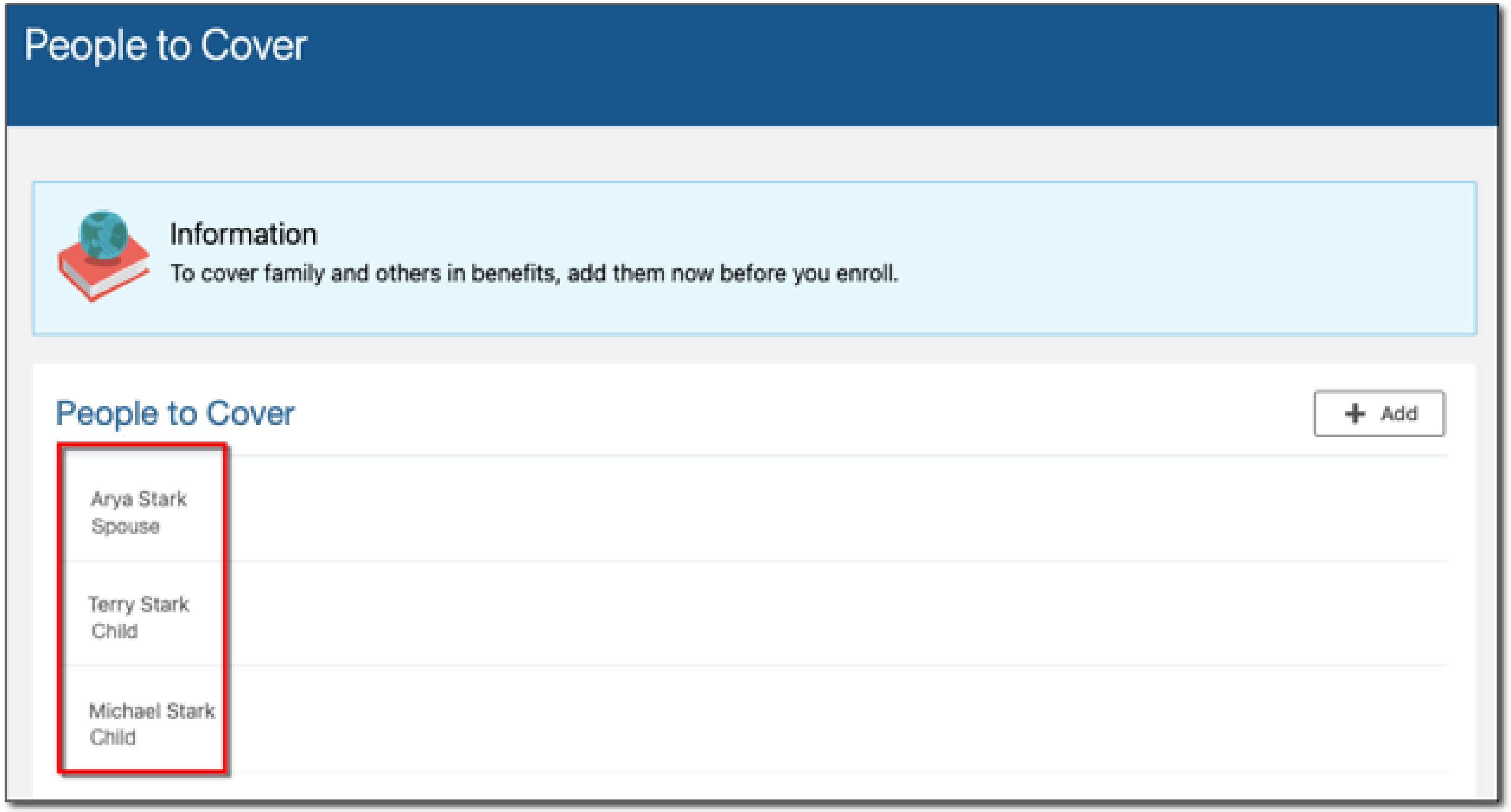
3. Click the before you enroll to add a person or trust.



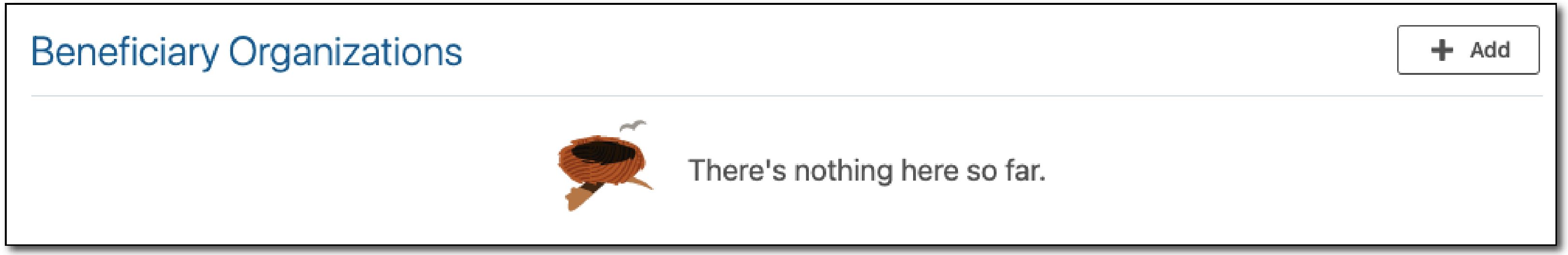
ESS – Updating a Beneficiary

Note: You can edit existing people to cover or add new ones.

4. To edit an existing person, click the person's **name**.

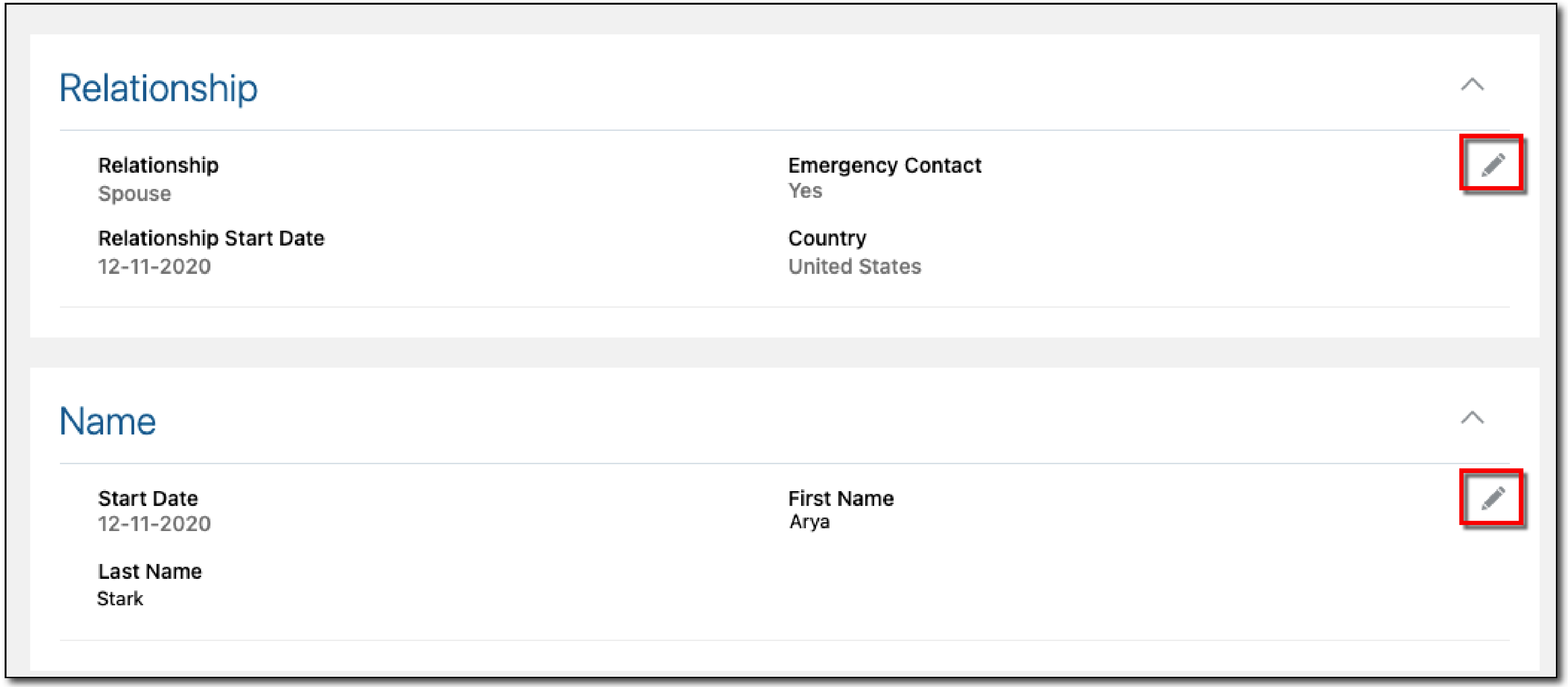


Note: If desired, an organization can be designated as a beneficiary in lieu of a person.



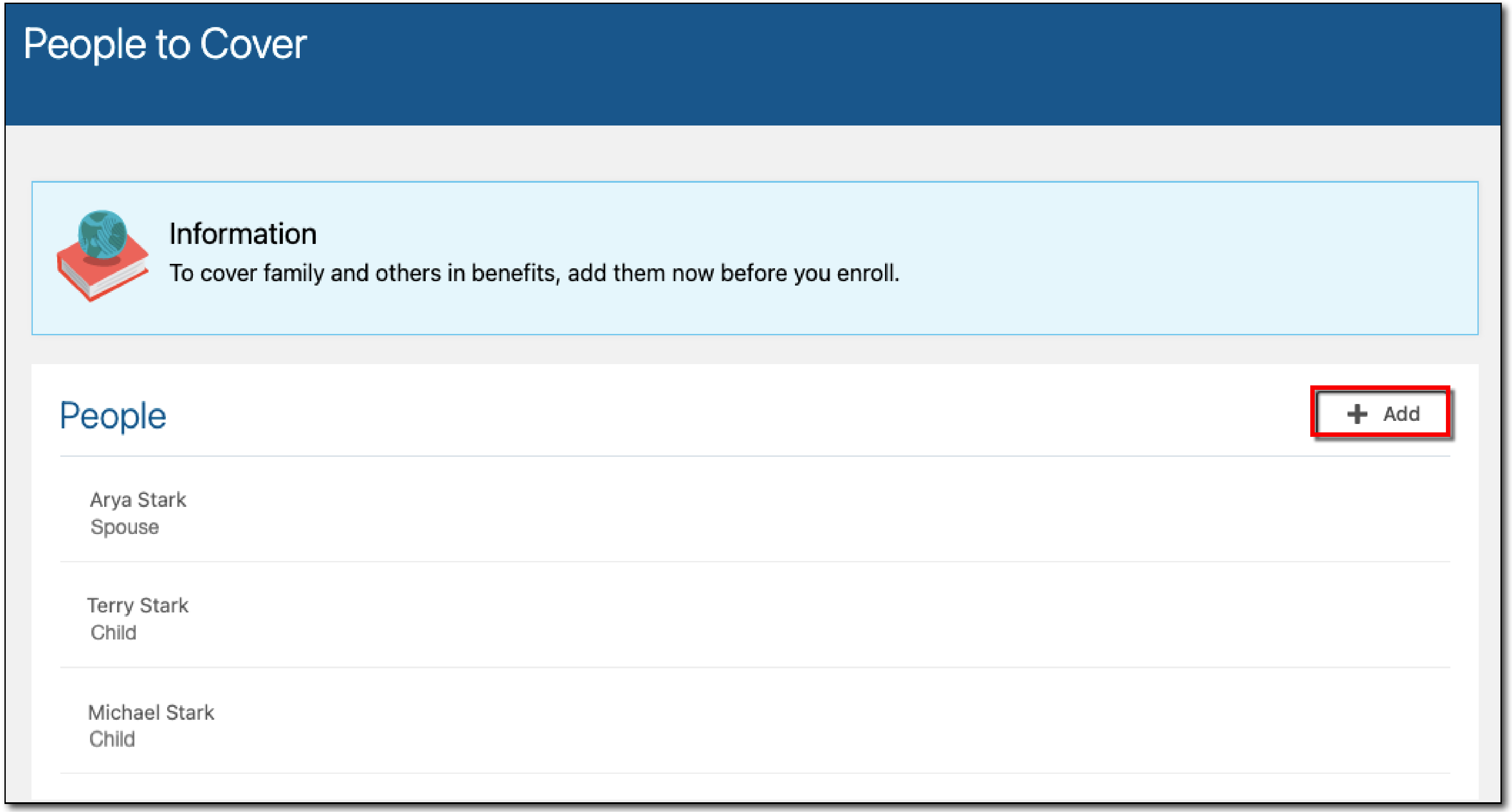
ESS – Updating a Beneficiary

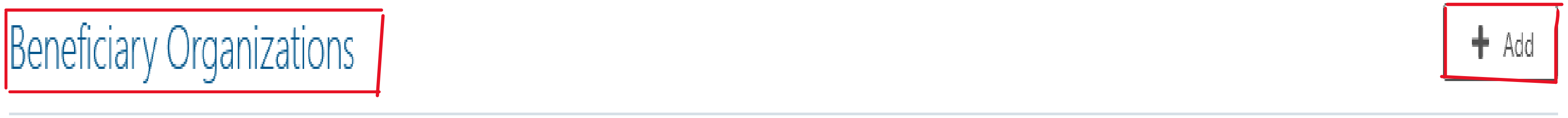
5. Click the **Pencil** icon to update the person's Relationship or Name details respectively.



ESS – Updating a Beneficiary

6. To add a person or organization, click the **Add** button.



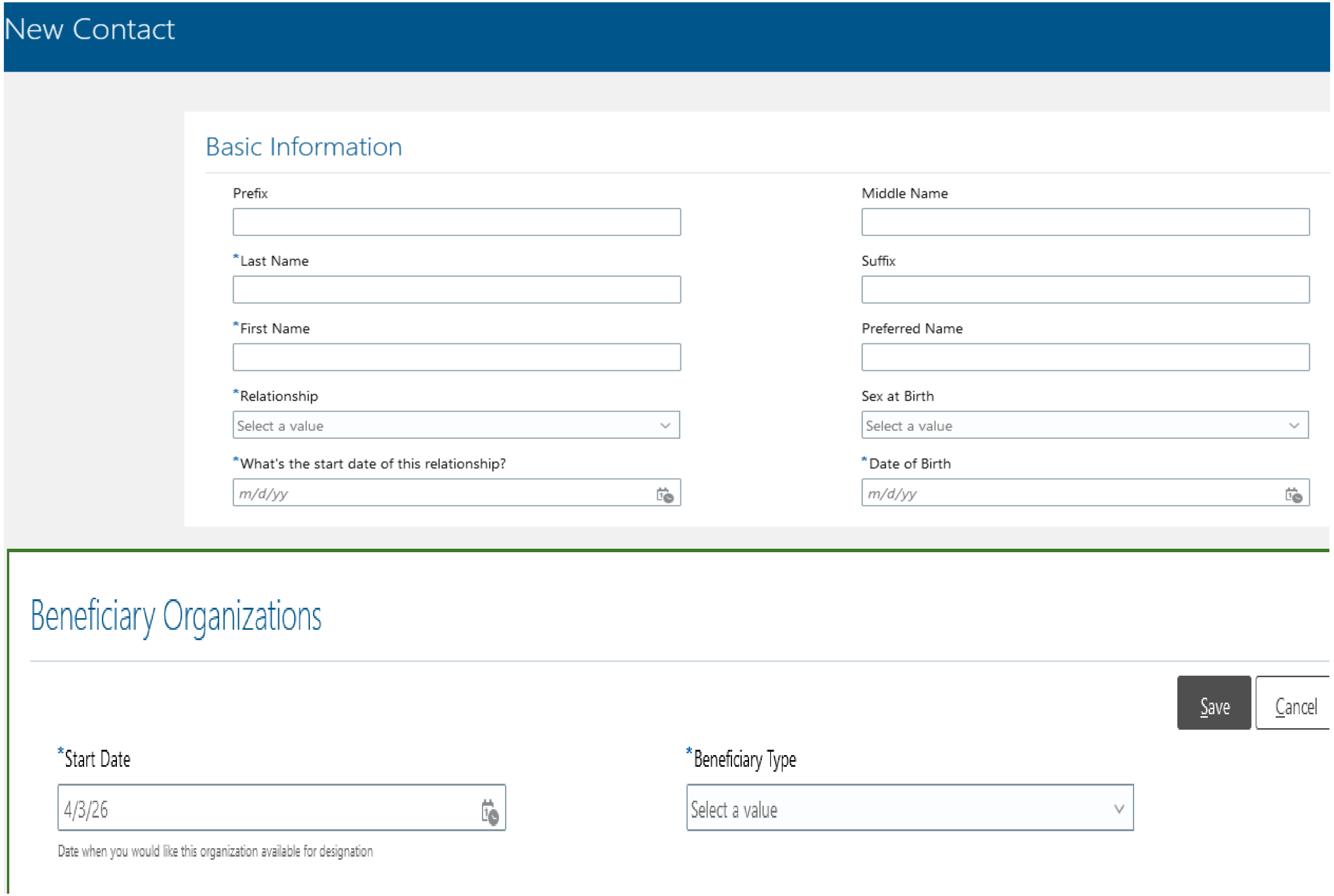


ESS – Updating a Beneficiary

7. Enter the details being sure to complete all required fields marked with an asterisk.

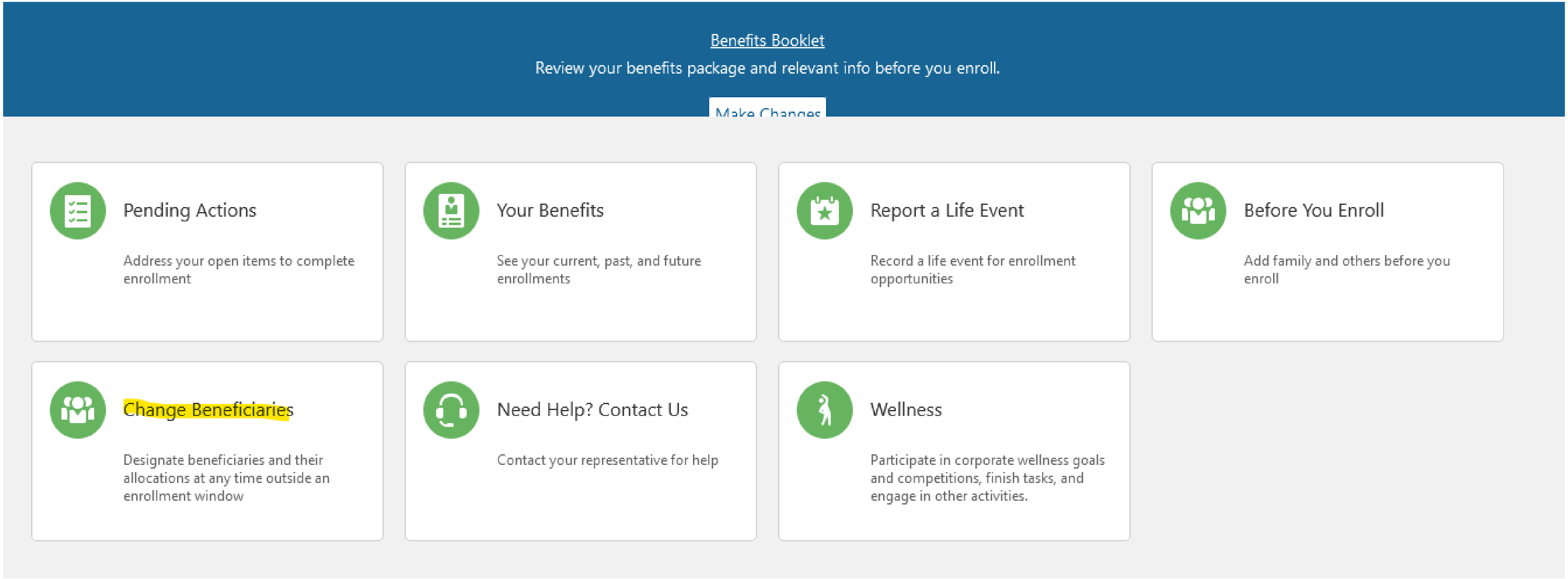
8. When finished, click **Submit or save**.

Click on back arrow by your name to return to benefits main page

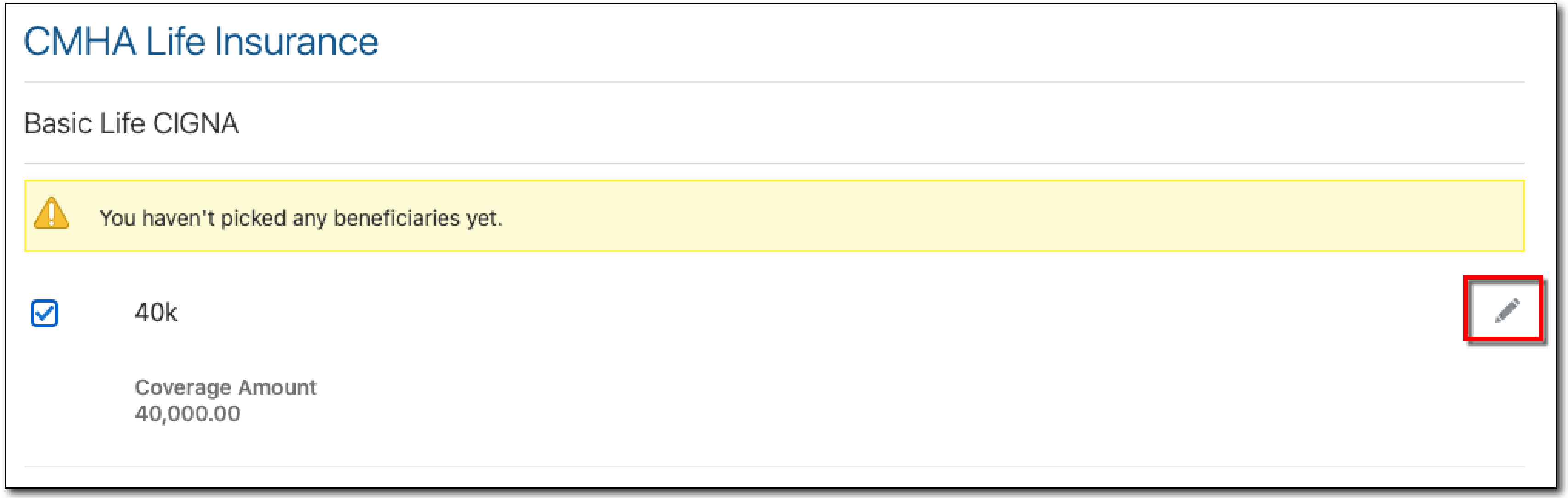


ESS – Updating a Beneficiary

3. Click the **Change Beneficiaries** tile.



19. Click the **Pencil** icon for the plan option in which the beneficiaries will be updated.



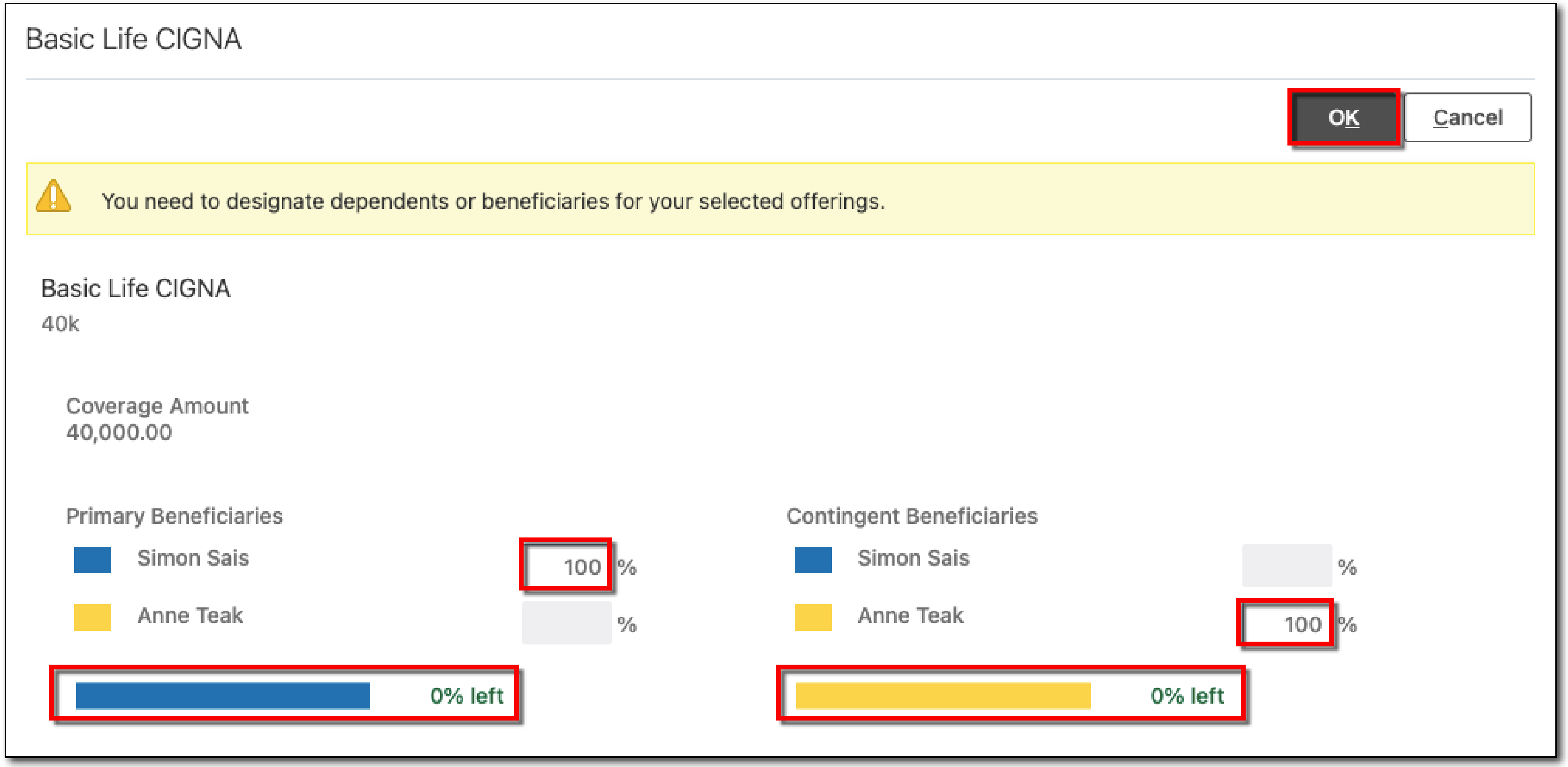
20. Enter the **Percentage** amounts for each primary and contingent beneficiary.

Note: The total percentage amount for all primary beneficiaries must equal 100.

Note: The total percentage amount for all contingent beneficiaries must equal 100 if a contingent beneficiary is entered.

Note: Connect will display the remaining percentage amount for the primary and contingent beneficiaries.

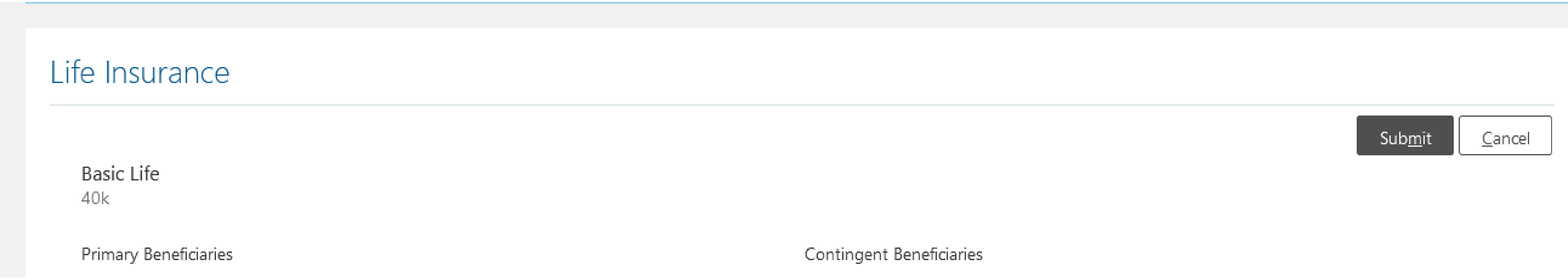
21. When finished, click the **OK** button.



ESS – Updating a Beneficiary

Note: The primary and contingent beneficiary designations are displayed under the applicable plan.

22. When finished, click the Submit button.



End of Procedure