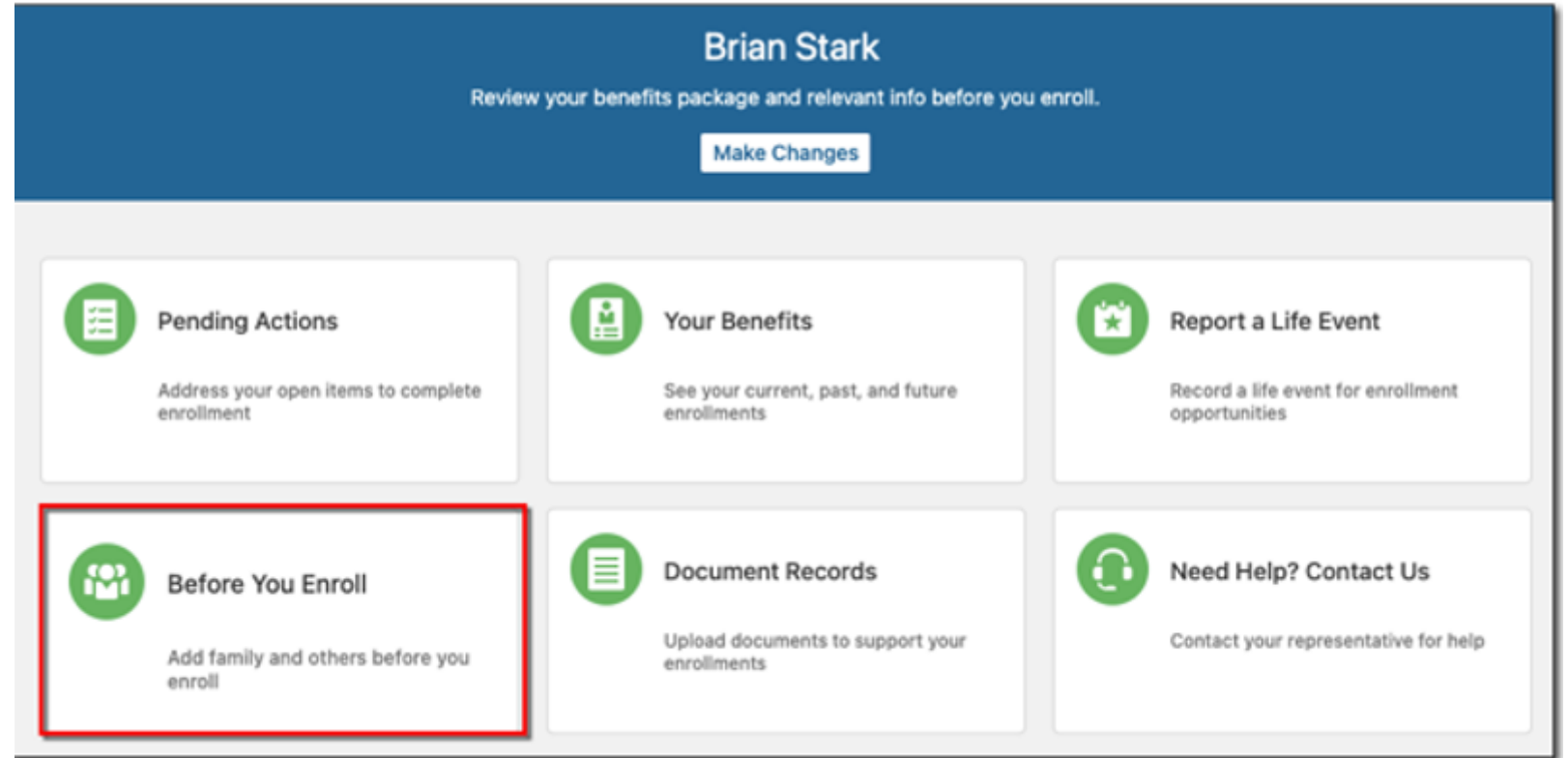


Note: To update a beneficiary, the person or trust must be in people to cover to select for a beneficiary.

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.

The screenshot displays the ESS system interface. At the top, there are navigation tabs: 'Me', 'Sales', 'Tools', and 'Others'. The 'Me' tab is highlighted with a red box. Below the tabs, the interface is divided into 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section includes: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Public Info, and Change Photo. The 'APPS' section includes: Directory, Onboarding, Checklist Tasks, Pay, Time and Absences, Career and Performance, Personal Information, Learning, What to Learn, Benefits, Current Jobs, and Wellness. A red arrow points from the 'Me' tab to the 'Benefits' icon, which is also highlighted with a red box.

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

A screenshot of a web interface for 'Brian Stark'. The header is blue with the name 'Brian Stark' and the instruction 'Review your benefits package and relevant info before you enroll.' Below this is a 'Make Changes' button. The main content area is a grid of six white cards with green icons. The 'Before You Enroll' card, located in the bottom-left position, is highlighted with a red border. It features a family icon and the text 'Before You Enroll' and 'Add family and others before you enroll'. Other cards include 'Pending Actions', 'Your Benefits', 'Report a Life Event', 'Document Records', and 'Need Help? Contact Us'.

Brian Stark
Review your benefits package and relevant info before you enroll.
[Make Changes](#)


- Pending Actions**
Address your open items to complete enrollment
- Your Benefits**
See your current, past, and future enrollments
- Report a Life Event**
Record a life event for enrollment opportunities
- Before You Enroll**
Add family and others before you enroll
- Document Records**
Upload documents to support your enrollments
- Need Help? Contact Us**
Contact your representative for help

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.

People to Cover

**Information**
To cover family and others in benefits, add them now before you enroll.


People to Cover

+ Add

Arya Stark Spouse	
Terry Stark Child	
Michael Stark Child	

Beneficiary Organizations


+ Add




There's nothing here so far.

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

Relationship

Relationship Spouse	Emergency Contact Yes	
Relationship Start Date 12-11-2020	Country United States	

Name

Start Date 12-11-2020	First Name Arya	
Last Name Stark		

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

People to Cover



Information

To cover family and others in benefits, add them now before you enroll.

People

+ Add

Arya Stark
Spouse

Terry Stark
Child

Michael Stark
Child

Beneficiary Organizations

+ Add

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

New Contact

Basic Information

<p>Prefix <input style="width: 90%;" type="text"/></p> <p>*Last Name <input style="width: 90%;" type="text"/></p> <p>*First Name <input style="width: 90%;" type="text"/></p> <p>*Relationship <input style="width: 90%;" type="text" value="Select a value"/></p> <p>*What's the start date of this relationship? <input style="width: 90%;" type="text" value="m/d/yy"/></p>	<p>Middle Name <input style="width: 90%;" type="text"/></p> <p>Suffix <input style="width: 90%;" type="text"/></p> <p>Preferred Name <input style="width: 90%;" type="text"/></p> <p>Sex at Birth <input style="width: 90%;" type="text" value="Select a value"/></p> <p>*Date of Birth <input style="width: 90%;" type="text" value="m/d/yy"/></p>
--	---

Beneficiary Organizations

<p>*Start Date <input style="width: 90%;" type="text" value="4/3/26"/></p> <p style="font-size: small;">Date when you would like this organization available for designation</p>	<p>*Beneficiary Type <input style="width: 90%;" type="text" value="Select a value"/></p>
--	--

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

[Benefits Booklet](#)

Review your benefits package and relevant info before you enroll.

[Make Changes](#)



Pending Actions

Address your open items to complete enrollment



Your Benefits

See your current, past, and future enrollments



Report a Life Event

Record a life event for enrollment opportunities



Before You Enroll

Add family and others before you enroll



Change Beneficiaries

Designate beneficiaries and their allocations at any time outside an enrollment window



Need Help? Contact Us

Contact your representative for help




Wellness

Participate in corporate wellness goals and competitions, finish tasks, and engage in other activities.

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

CMHA Life Insurance

Basic Life CIGNA

 You haven't picked any beneficiaries yet.

40k
Coverage Amount
40,000.00



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.

Basic Life CIGNA

You need to designate dependents or beneficiaries for your selected offerings.

Basic Life CIGNA
40k

Coverage Amount
40,000.00

Primary Beneficiaries		Contingent Beneficiaries	
■ Simon Sais	<input style="width: 40px;" type="text" value="100"/> %	■ Simon Sais	<input style="width: 40px;" type="text" value=""/>
■ Anne Teak	<input style="width: 40px;" type="text" value=""/>	■ Anne Teak	<input style="width: 40px;" type="text" value="100"/> %
<div style="background-color: blue; width: 100%; height: 10px; margin-bottom: 2px;"></div> 0% left		<div style="background-color: yellow; width: 100%; height: 10px; margin-bottom: 2px;"></div> 0% left	

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

22. When finished, click the Submit button.

Life Insurance

Basic Life
40k

Primary Beneficiaries

Contingent Beneficiaries

Submit

Cancel

End of Procedure