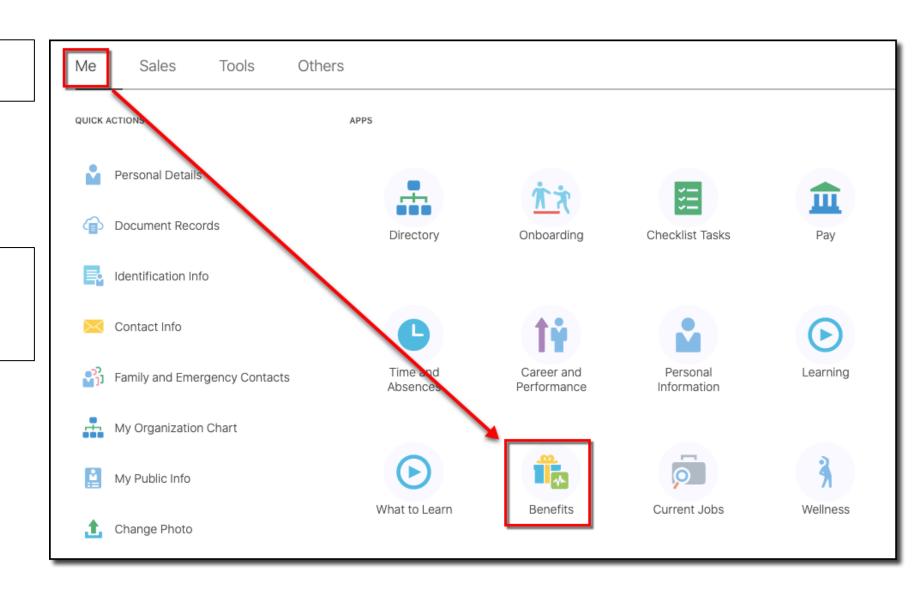


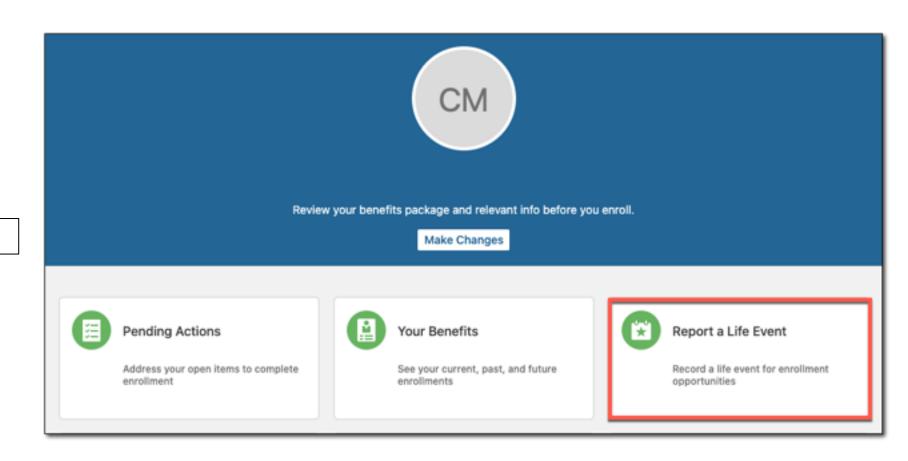
Note: To update a beneficiary, you will need to initiate a life event.

- 1. Select **Me** to display your employee functions.
- 2. Click the **Benefits** icon.





3. Click the **Report a Life Event** tile.

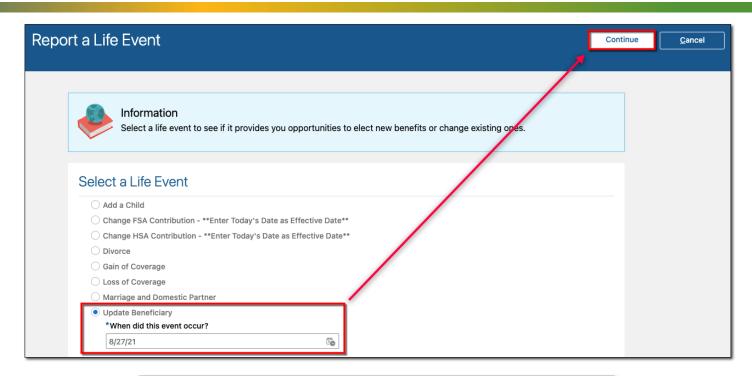


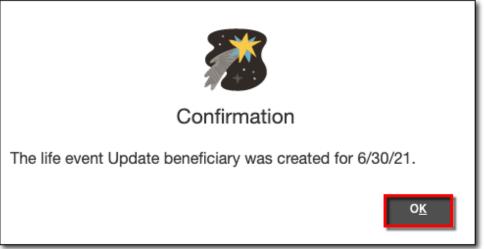


- 4. Select **Update Beneficiary** and enter the **occurrence date**.
- 5. Click the **Continue** button.

Note: A notification appears indicating the Update Beneficiary life event was created.

6. Click **OK**.

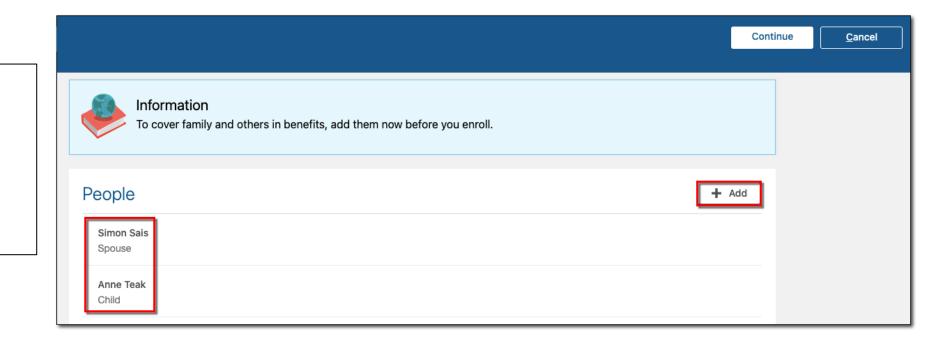






Note: You can edit or add beneficiaries.

- 7. To edit an existing person, click their **name**.
- 8. To add, click the **Add** button.





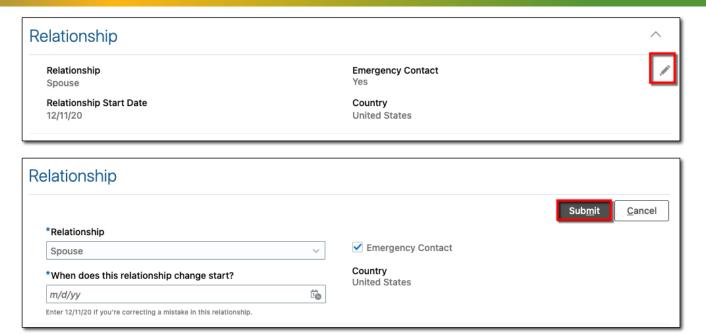
- 9. To edit a person, click the **Pencil** icon for the desired section.
- 10. Update all relevant fields.
- 11. When finished, click **Submit**.

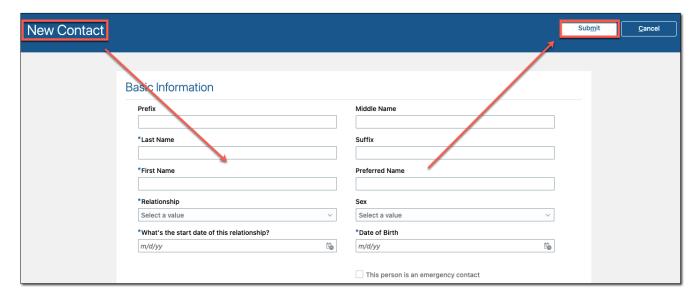
Note: When establishing a new relationship, enter the date the relationship began. The Relationship date cannot be a future date.

12. To add a person, enter the person's information.

Note: Required fields are indicated with a blue asterisk.

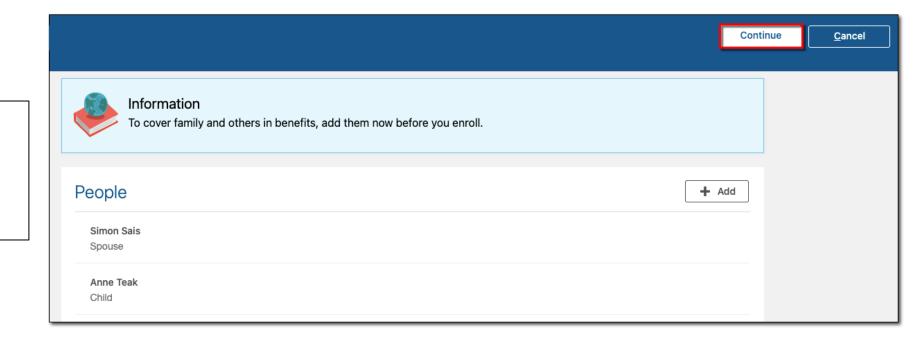
- 13. Be sure to enter details for all sections on the page.
- 14. When finished, click Submit.







- 15. If applicable, click **Add** again to enter additional people to cover or edit other people.
- 16. When finished, click **Continue**.





17. Read the **Authorization** statement and click **Accept** to continue.

Authorization



The information I am providing is accurate, and I authorize the coverage selections and the associated payroll deductions.

Enrollments remain in effect until changed or canceled by me during an annual open enrollment, or when permitted by a qualified life event.

I understand that my eligibility for benefits may be affected if I subsequently change my contracted work schedule.

I understand that my elections are binding, based upon CMHA-CEI Program plan provisions and applicable laws and regulations.

I also understand that the coverages I am applying for may require that I provide additional information. We reserve the right to terminate any plan, policy, or procedure at any time and at our sole discretion.

Job Share Participants

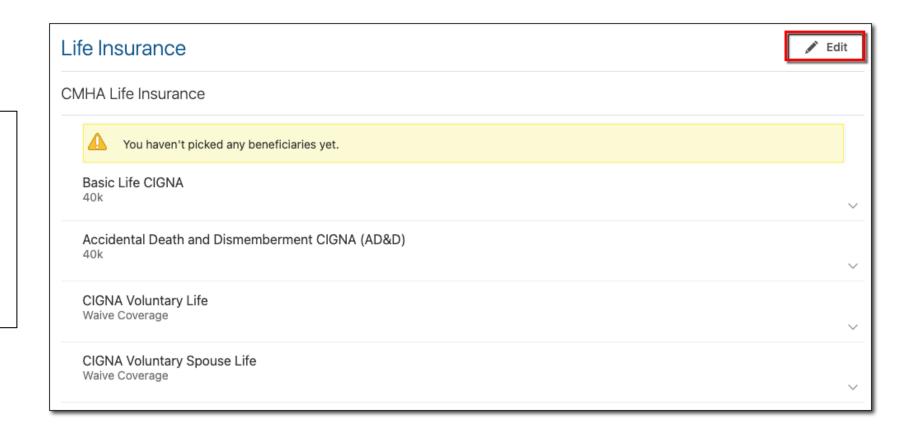
Please Note: This will not be your final rate. Your final rate will be determined when your benefits selections are evaluated against the allowable amount for Job Share. You will be notified of your final rates by Payroll and Benefits once this evaluation is complete.





18. Select the **Edit** button for the plan in which the beneficiary will be updated.

Note: In this example, Connect is displaying a message that a beneficiary has not yet been entered for life insurance.





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





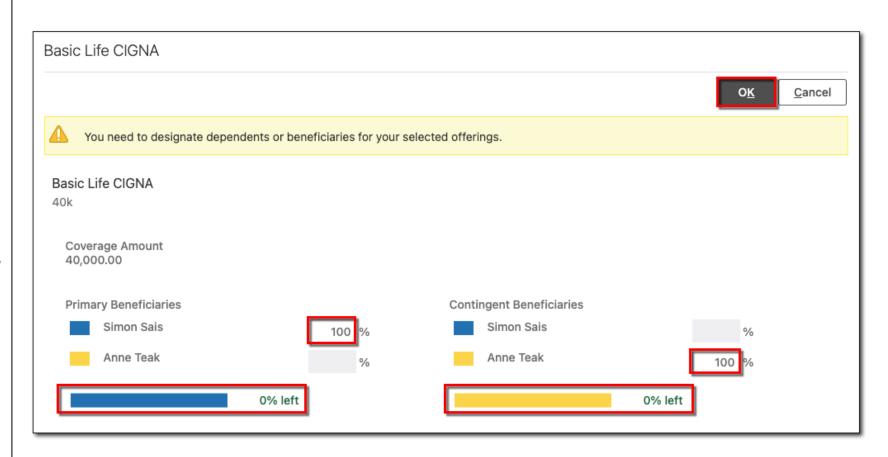
20. Enter the **Percentage** amounts for each primary and contingent beneficiary.

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.





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

22. When finished, click the **Continue** button.





23. Review and update beneficiaries for any other plan if applicable. When finished, click the **Submit** button.



Note: A confirmation message will appear if your beneficiary updates were saved successfully.

Confirmation
Your benefit elections were saved.
You can make changes until 11:59 PM EST, 6/30/21.

End of Procedure