

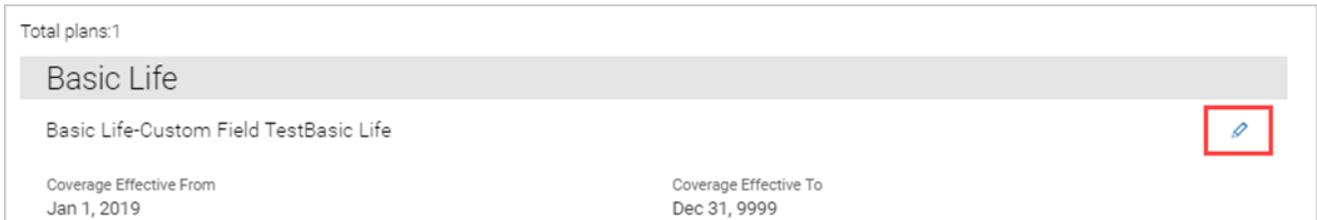
# Updating Beneficiaries Between Enrollment Periods

Last Modified on 07/19/2022 4:29 pm EDT

## Updating Beneficiaries Between Enrollment Periods (Mobile & Desktop)

Employees will access their benefit plans under *My Info > My Benefits > Benefit Plans*.

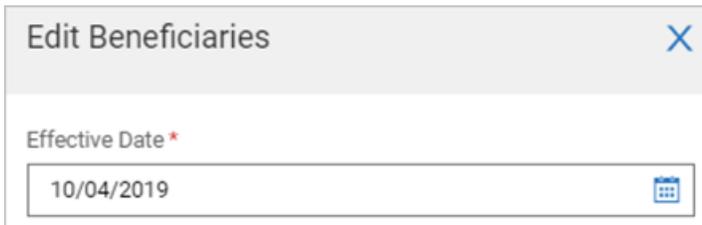
An **Edit Beneficiaries** edit icon is available in the Review/Edit Benefits screen next to benefit plans where beneficiaries are enabled in the benefit plan.



Total plans:1

Basic Life	
Basic Life-Custom Field TestBasic Life	
Coverage Effective From Jan 1, 2019	Coverage Effective To Dec 31, 9999

Clicking this button will present a pop-up where employees will choose an effective date for the change. The date must be for current or future dates.



Edit Beneficiaries

Effective Date \*

10/04/2019

After clicking **Save** on the effective date pop-up, the employee will be presented the **Edit Beneficiaries** pop-up where they can click the link for **Select Your Beneficiaries**, or if contingent beneficiaries have also been selected on the employee's assigned benefit plan, a link for contingents will also be available.



Edit Beneficiaries

EXPAND ALL

Select Your Beneficiaries

CANCEL SAVE AND SELECT

Once the employee clicks one of the links, another **Edit Beneficiaries** pop-up will open. Current beneficiaries are shown with boxes checked and current percentages populated. Employees can edit beneficiary information here by changing percentages for existing beneficiaries and/or adding new

beneficiaries by clicking the **Add Contact** link and creating a new beneficiary. After clicking **Save And Select**, the new selections will be applied.

### Edit Beneficiaries ✕

All Contacts + Add contact

Michelle Aabrams (Primary)  
Spouse

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In benefit plan: No      Date of Birth: Oct 17, 1978

Percentage of \*  %      Do you smoke? \*

[▼ DETAILS](#)

Kyle Aabrams  
son

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In benefit plan: No      Date of Birth: Jul 1, 2018

Percentage of \*  %      Do you smoke? \*

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Contact Type	Emergency
First Name	Kyle
Last Name	Aabrams
Birth Date	Jul 1, 2018
Gender	Undefined
Smoker	Yes
Address	NZL

[▲ HIDE DETAILS](#) 