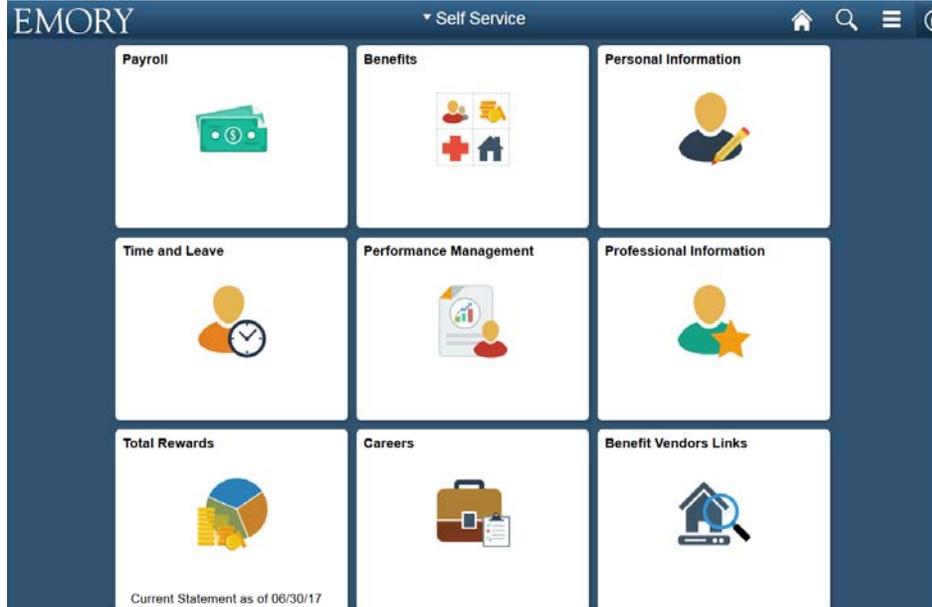# Guide to Life Beneficiary Changes

Log In to Self Service.

Select the Benefits tile, then click on **Benefits Summary.**

Benefits Summary

As Of 09/12/2017 📅

[**Refresh**]

Guide to Life Beneficiary and 403(b) Changes

Type of Benefit	Plan Description	Coverage or Participation	
Medical	POS Plan	Employee Only	›
Dental	Aetna Traditional	Employee Only	›
Vision	EyeMed Vision	Employee Only	›
Life	Basic Life 1X Salary	Salary X 1	›
Supplemental Life		Waived	
Personal Accident Insurance	AD and D Employee	$250,000	›
Spouse Life		Waived	
Child Life		Waived	
Short-Term Disability	Short-Term Disability 30 Day	60% of Salary	›

Click on Life, Supplemental Life and/or Personal Accident Insurance to review and/or change the beneficiaries for that coverage.

The Life plan will open showing your current beneficiary information.

Life

To view your benefits as of another date, enter the date and select Go.

09/12/2017 📅   Go

Life

Plan Name Basic Life 1X Salary
Plan Provider The Standard
Coverage Level Salary X 1
Group Number EUV-647271

Covered Beneficiaries

Click Edit to change your current beneficiary allocations or to add a new beneficiary. For beneficiaries already listed, click the beneficiary's name to review the individual's personal information. You may update (Edit) personal information with the exception of Name, Date of Birth, and Social Security Number. Contact the Benefits Department at (404) 727-7613 to request changes to those fields.

Dep/Ben Coverage Details

Name	Relationship to Employee	Primary Allocation	Secondary Allocation
Doe, John	Parent	100%	

Edit

Click Edit to add beneficiaries or change allocations.

Change Current Beneficiaries and Allocations

Life   **Basic Life 1X Salary**

Allocation Type

Enter Primary Allocations as   Percent

Enter Secondary Allocations as   Percent

Allocation Details

	Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
☐	John Doe	Parent	100			
☐	Jane Doe	Friend				
☐	Sam Doe	Sibling				
☐	Jan Doe	Parent				

Add a New Beneficiary   Update Totals   0   0

Return to Life Insurance Main

Save

Add new beneficiaries

- ➢ **Click Add a New Beneficiary and complete the information.**

- ➢ **Click Save – You will see a confirmation.**

- ➢ **Click OK.**

- ➢ **Click Browser BACK arrow to return to Change Current Beneficiaries and Allocations.**

- ➢ **Repeat this process to add additional beneficiaries.**

Change Current Beneficiaries and Allocations

Life   **Basic Life 1X Salary**

Allocation Type

    Enter Primary Allocations as   Percent

    Enter Secondary Allocations as   Percent

Allocation Details

	Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
☐	John Doe	Parent	100		100	
☐	Jane Doe	Friend				25
☐	Sam Doe	Sibling				25
☐	Jan Doe	Parent				50

Add a New Beneficiary	Update Totals	100	100

Return to Life Insurance Main

Save

To Change Allocations:

    Enter new primary and/or secondary allocations by entering a percent. Allocations must total 100.

When you have completed your changes:

> ➢ **Click Save – You will see a confirmation.**

> ➢ **Click OK.**

> ➢ **Click Browser BACK arrow to return to Life Insurance Main.**

> ➢ **Click Browser BACK arrow to return to Employee Benefits Summary.**

Repeat the process for each enrolled life benefit.

> ➢ **To return to Self Service, click the HOME button** 🏠