

**ADD BENEFICIARY**

From the **Benefits** worklet:

1. Click **Benefits** under Change.
2. Complete the following fields and then click **Submit**.
  - a. In the **Benefit Event Type** field, select Beneficiary Change.
  - b. In the **Benefit Event Date** field, select Today's date.

## Change Benefits

Mike The Tiger (00044967) Actions

If you're adding a dependent please use the dependent event.

Benefit Event Type \* Beneficiary Change ▼

Benefit Event Date \* 12 / 01 / 2018

Submit Elections By 12/30/2018

Enrollment Offering Types

- Basic Group Life
- Critical Illness
- Critical Illness Child(ren)
- Critical Illness Spouse
- Stand Alone AD&D
- + More (2)

Attachments

enter your comment

**Submit**

Save for Later

Cancel

3. You will see the next task to complete, “Change Benefit Elections.” Click the **Open** button to continue.

**You have submitted**  
Benefit Event: Mike The Tiger (00044967)

**Up Next**

Mike The Tiger

Change Benefit Elections

Due Date: 12/08/2018

Open

> **Details and Process**

Done

4. Here, you have the option to Elect or Waive the Stand Alone AD&D United Healthcare Plan. Click **Continue** to proceed to the next step.

**Insurance Elections** 14 items

	Benefit Plan	*Elect / Waive	Coverage Level	Covers Dependents	Calculated Coverage	Employee Cost (Monthly)
	Basic Group Life - OGB \$5000 (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive				
	Basic Group Life - OGB Plus Supplemental (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive				
	Basic Group Life - OGB Plus Supplemental (Frozen Plan) (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive				
	Stand Alone AD&D - United Healthcare Employee & Family (Employee + Family)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive				
	Stand Alone AD&D - United Healthcare Employee (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive				

Continue

Save for Later

Go Back

Cancel

Stand Alone AD&D is the only Benefit Plan you may add at any point during the year. All other plans require a Qualifying Event or Annual Enrollment.

5. On the Beneficiary Designation screen, click the **Plus icon** to add a Beneficiary.
  - a. Click the **Prompt Icon** under Beneficiary and select **Create** to add a new Beneficiary.
  - b. Then select **Add Beneficiary**.

6. On the Add Beneficiary screen, complete the following mandatory fields and then click **OK**.
  - a. Using the prompt, select the **Relationship** of the Beneficiary.
  - b. Enter the Beneficiary's **Legal Name** under the Legal Name tab.
  - c. Under the Contact Information tab, enter the **Primary Address** and **Primary Phone** for the new Beneficiary. You can select an existing address and phone number if the same.

- Once you click OK, you will then be directed back to the Beneficiary Designation screen. The new Beneficiary will populate in the Beneficiary field. Select **Primary** or **Contingent** along with percentage distribution. Click **Continue**.

Beneficiary Designations 1 items				Beneficiaries		
Benefit Plan	Provider Website	Requires Beneficiary		*Beneficiary	* Primary Percentage / Contingent Percentage	
Voluntary Life - United Healthcare (Employee)	LSU Benefits	<input type="checkbox"/>	+			
			-	<input type="text" value="Baby Tiger"/>	<input checked="" type="radio"/> Primary Percentage <input type="text" value="100"/> <input type="radio"/> Contingent Percentage <input type="text" value="0"/>	

- Review the summary of your **Elected Coverages**, **Waived Coverages**, and **Beneficiary Designations**. Select the arrow next to each heading to view that section. Then click **Submit** to continue.
  - To make changes to your elections, click **Go Back**.
  - If your elections are correct, check I **Agree** to provide an electronic signature confirming your changes.
- Click **Print** at the bottom of your screen to print and save a PDF copy of your Elections Confirmation for your records, then click **Done** to finish the process.

## EDIT BENEFICIARY

From the **Benefits** worklet:

- Click **Beneficiaries** under Change.

← Benefits

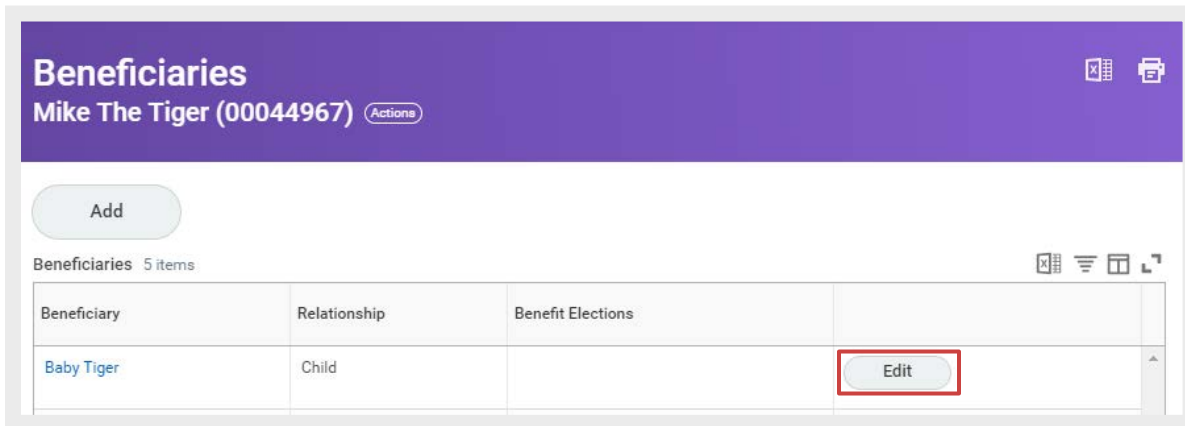
**Change**

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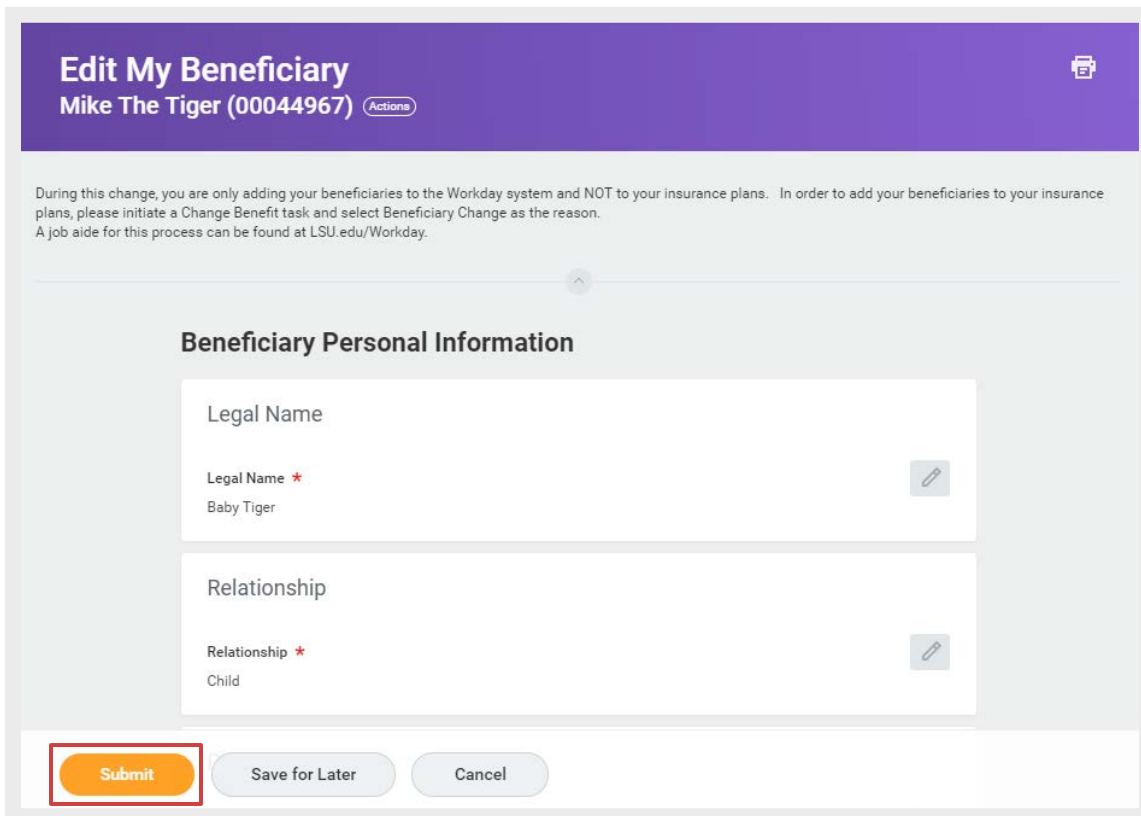
**View**

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- Click the **Edit** button next to the existing Beneficiary whose information you wish to update. You may also remove a Beneficiary by selecting Delete.



- Enter all appropriate information and then click **Submit**.



- Click **Done** to complete the task.