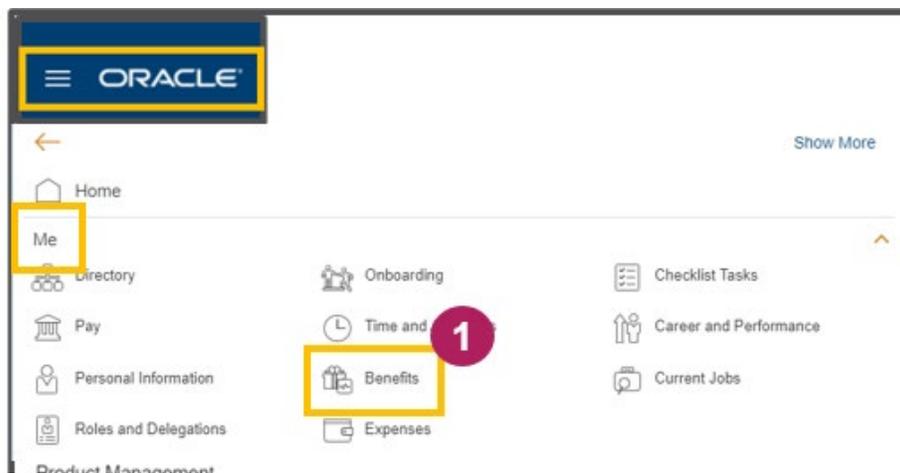


**Introduction:** This Quick Reference Guide will provide procedural guidance on how to update your beneficiary designations.

**Triggering Event:** Employee completes the Change/Update Beneficiary event in Report a Life Event section within Benefits (if not updating during Open Enrollment).

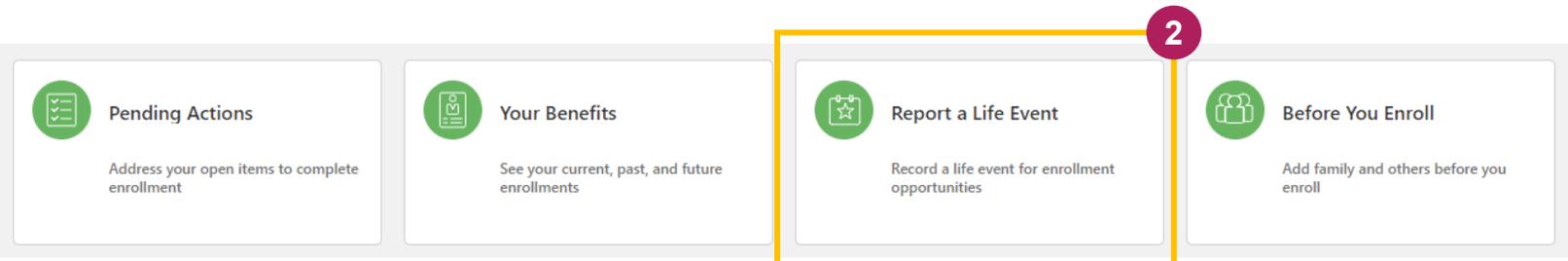
## Step One

- 1 Click the **Navigator** on the left side of the screen, followed by the drop-down arrow next to **Me**. From the drop-down, click on **Benefits**.



## Step Two

- 2 Click on **Report a Life Event**



Step Three

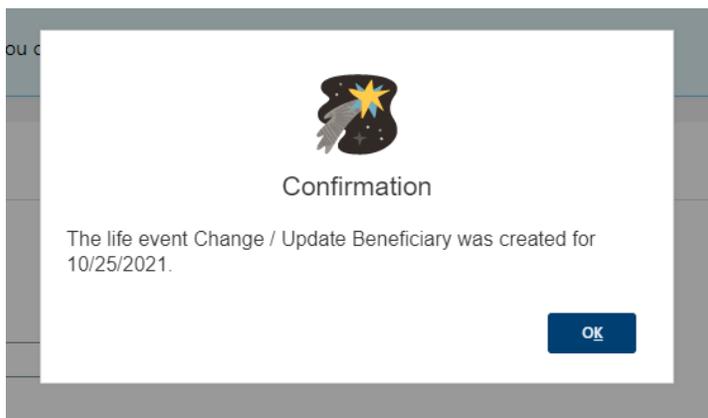
3 Click on **Change / Update Beneficiary Life Event** and use the current date as the date of the event.



**Note:** After clicking **Continue**, you will receive a pop-up confirmation indicating the Life Event was created. Please click **OK**

Select a Life Event

- Add Final Check Beneficiary
- Add/Remove Dependent
- Change / Update Beneficiary
  - \*When did this event occur?
  -
- Report birth/adoption
- Report death of dependent
- Update HSA Election
- Update Voluntary AD&D



Step Four

4 Before continuing, you **MUST** add the appropriate people or organizations you want assigned as beneficiaries to your benefits. If this part is skipped, they won't appear as options to assign them as a beneficiary. After everyone is added, click **Continue**.

ORACLE

Before You Enroll

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

⚠️ If you plan to designate dependents, then you must add them as contacts from the Contacts section before you proceed to the enrollment pages.

People to Cover

Beneficiary Organizations

There's nothing here so far.

## Step Five

5 Click on the **Edit pencil** to open the plans to update

Company Provided and Voluntary Products 

---

Group Term Life

Group Term Life - 4X Salary  
Primary Beneficiaries ▼

---

Group Travel and AD/D

Group Travel and AD&D  
Enroll  
Primary Beneficiaries ▼

---

Final Paycheck Beneficiary – BC

BC Final Check Beneficiary  
Primary Beneficiaries ▼

## Step Six

6 Click on the **Edit pencil** to open the specific plan to update

Group Term Life

---

Group Term Life - 4X Salary

Group Term Life - 4X Salary 

Coverage Amount Employer Biweekly Cost

Primary Beneficiaries Contingent Beneficiaries

---

Group Travel and AD/D

---

Group Travel and AD&D

Enroll 

Coverage Amount Employer Biweekly Cost

Primary Beneficiaries

---

Final Paycheck Beneficiary – BC

---

BC Final Check Beneficiary

BC Final Check Beneficiary 

Primary Beneficiaries

## Step Seven

**7** Assign your **Primary** and **Contingent Beneficiaries for Group Term Life** and click **OK**.

 **Note:** The total percentages must add up to 100%

Group Term Life

Group Term Life - 2X Salary

OK

Cancel

Group Term Life - 2X Salary

Coverage Amount

Employer Biweekly Cost

Primary Beneficiaries

<input type="checkbox"/>	<input type="text" value="100"/>	%
<input type="checkbox"/>	<input type="text"/>	%
<input type="checkbox"/>	<input type="text"/>	%

0% left

Contingent Beneficiaries

<input type="checkbox"/>	<input type="text"/>	%
<input type="checkbox"/>	<input type="text"/>	%
<input type="checkbox"/>	<input type="text"/>	%

100% left

## Step Eight

**8** Assign your **Primary Beneficiaries** and click **OK** for **Group Travel and AD/D**.

 **Note:** There are no Contingent Beneficiaries for this plan

## Step Nine

**9** Assign your **Primary Beneficiaries** and click **OK** for **Final Paycheck Beneficiary**.

 **Note:** There are no Contingent Beneficiaries for this plan

## Step Ten

**10** When done making changes, click **Continue** and then **Submit**.

Company and Supplemental Plans

Continue

Cancel

Currency in USD

Your Total Cost

0.00  
Per Pay Period

BCBSM Benefit Program

Submit

Cancel