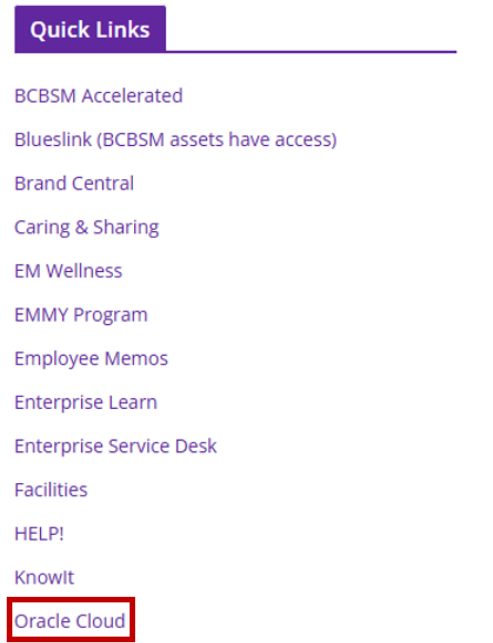
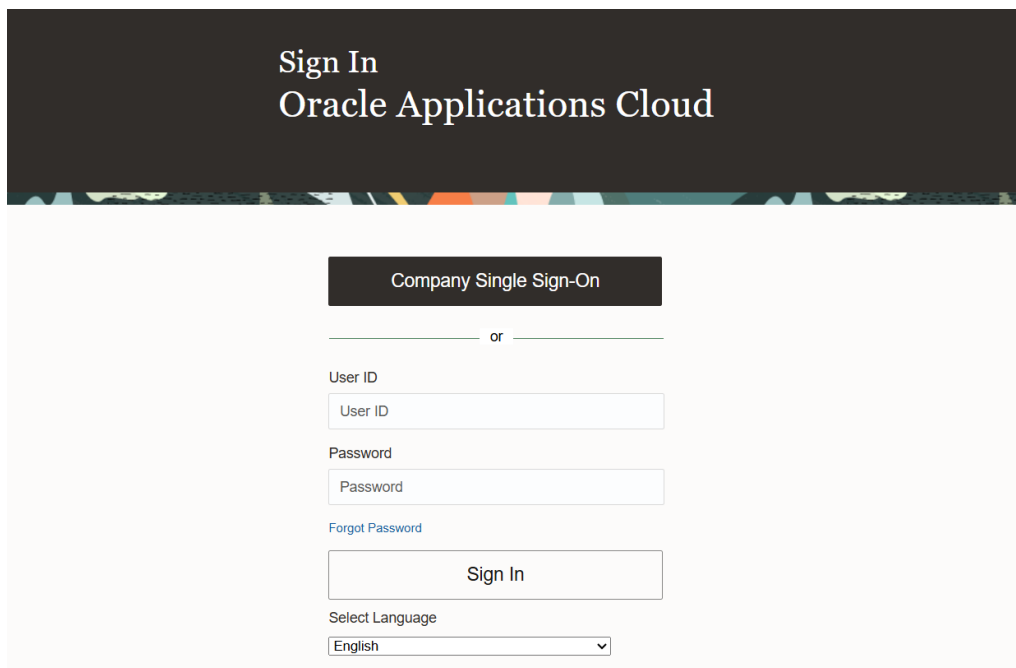


Updating Beneficiaries in Open Enrollment

1. Navigate to the [Oracle Cloud system](#). A link can be found on the Source homepage.

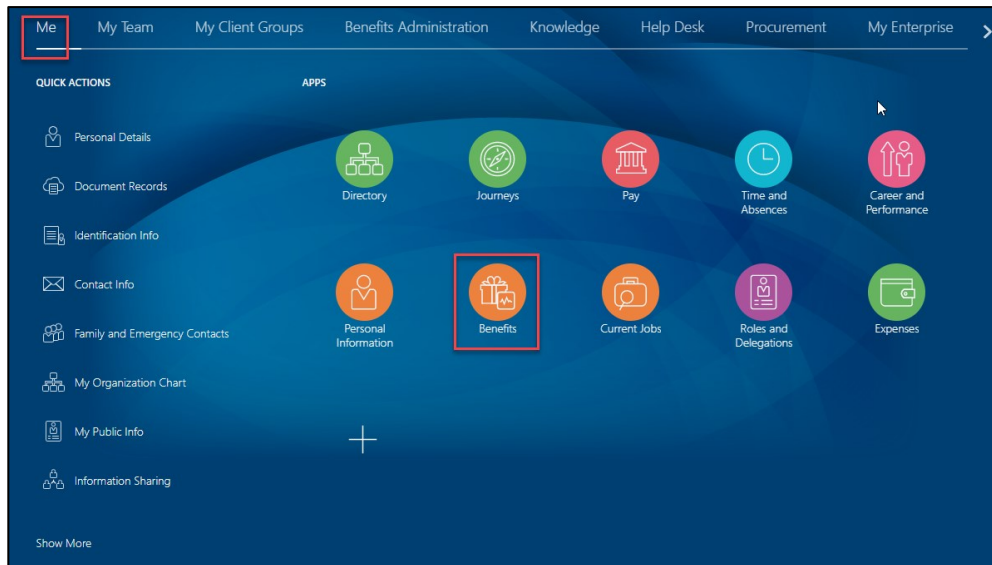


2. Select [Company Single Sign-On](#).

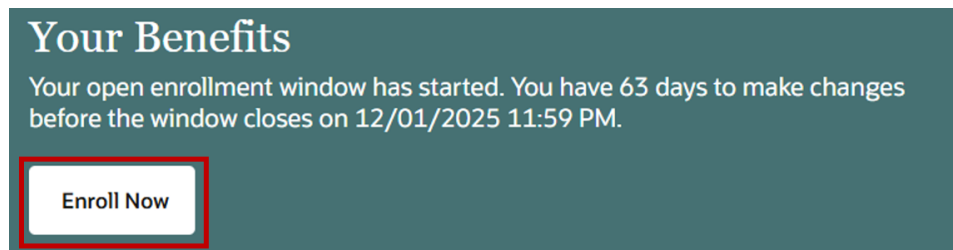
A screenshot of the 'Sign In Oracle Applications Cloud' page. The page has a dark header with the text 'Sign In Oracle Applications Cloud'. Below the header is a light gray box containing the 'Company Single Sign-On' section. This section includes a 'or' separator, input fields for 'User ID' and 'Password', a 'Forgot Password' link, a 'Sign In' button, and a 'Select Language' dropdown menu currently set to 'English'.

Updating Beneficiaries in Open Enrollment

- Under the Me section, select the **Benefits** icon.

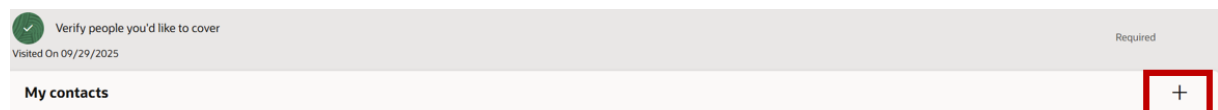


- Select **Enroll Now**.



- To cover eligible dependents in benefits, add them now before you enroll by selecting **Add** under My Contacts. **If a dependent you'd like to be covered under your benefits or designate as a beneficiary is already listed, do not add them again.**

Note: In addition to the required fields marked with an asterisk, **gender**, **date of birth** and the **social security number** are also required to complete enrollment. You will also want to add beneficiaries in this section if they are not already listed. The social security number is not required for beneficiaries.



Updating Beneficiaries in Open Enrollment

6. **Add** any applicable Beneficiary Organizations (ex. charity, association, organization, trust) you wish to designate, select **Continue** in the upper right-hand corner.

Note: Beneficiaries who are not organizations should be added under the People to Cover section and not the Beneficiary Organizations section. The Beneficiary Organization section is only for charities, associations, and trusts.

Beneficiary Organizations

After you add beneficiary organizations, you can see them here.

7. Select the **Edit** Icon to start your enrollment.

Enroll in benefits that matter to you
Visited On 09/29/2025

Visited and submitted Enrollment period ends on 12/01/2025

EH Benefit Program

Edit View Enrollments

8. Select Company Provided and Voluntary Products on the right panel to make changes to your beneficiaries.

Health Plans

Flexible Spending Account (FSA) Plans

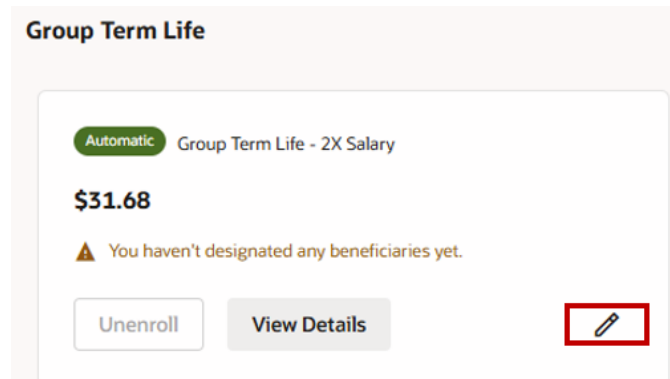
Company Provided and Voluntary Products

Long/Short Term Disability

Review and Submit

Updating Beneficiaries in Open Enrollment

9. To add or update your beneficiary for Group Term Life selecting the **edit pencil icon**.



Group Term Life

Automatic Group Term Life - 2X Salary

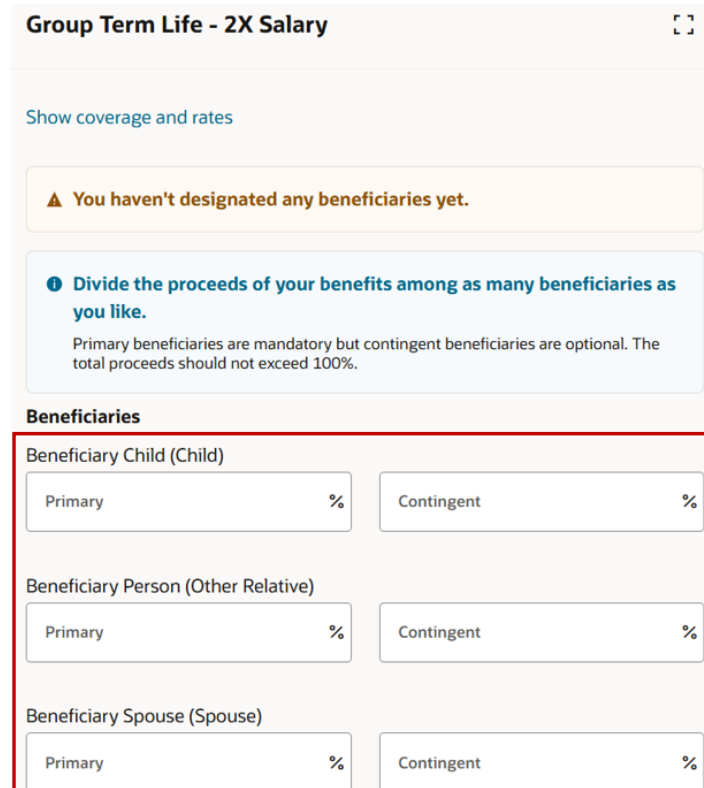
\$31.68

⚠ You haven't designated any beneficiaries yet.

Unenroll View Details 

10. Type in the percentage you'd like to allocate for each beneficiary. Select **Ok**.

Note: A beneficiary cannot be designated as both a primary and contingent beneficiary.



Group Term Life - 2X Salary

Show coverage and rates

⚠ You haven't designated any beneficiaries yet.

1 Divide the proceeds of your benefits among as many beneficiaries as you like.
Primary beneficiaries are mandatory but contingent beneficiaries are optional. The total proceeds should not exceed 100%.

Beneficiaries

Beneficiary Child (Child)	
Primary %	Contingent %

Beneficiary Person (Other Relative)	
Primary %	Contingent %

Beneficiary Spouse (Spouse)	
Primary %	Contingent %

Updating Beneficiaries in Open Enrollment

11. Scroll down and select the **edit button** to add or update your beneficiary for Voluntary Life Coverage.

Note: This is a voluntary product that requires premium share. If you enroll in this benefit a premium will be deducted from your paycheck. If you are not currently enrolled in this benefit and do not want to enroll in this benefit skip to step 14.

Supplemental Life

Enrolled Supplemental Life

\$5.19

Employee Only

⚠ You haven't designated any beneficiaries yet.

Unenroll

...

View Details

Edit

Unenroll

Supplemental Spouse Life

12. Type in the percentage you'd like to allocate for each beneficiary. Select **Save**.

Note: A beneficiary can only be designated as a primary beneficiary.

Supplemental Life

Employee Only

Coverage
150000

[Hide coverage and rates](#)

Employee Biweekly Cost	Annually
\$5.19	\$135.00

⚠ You haven't designated any beneficiaries yet.

📘 Divide the proceeds of your benefits among as many beneficiaries you like.
The total proceeds should not exceed 100%.

Beneficiaries

Beneficiary Child (Child)

Primary %

Beneficiary Person (Other Relative)

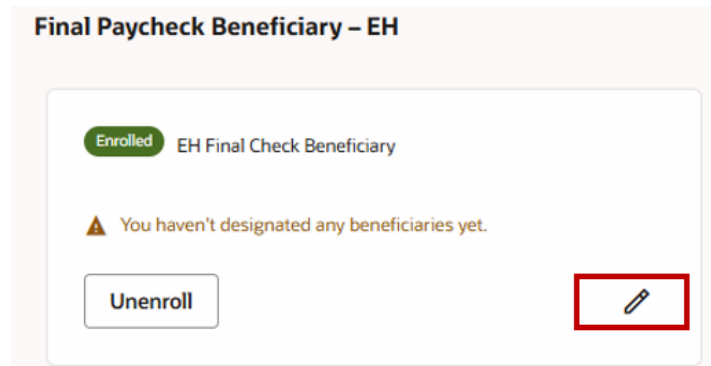
Primary %

Beneficiary Spouse (Spouse)

Primary %

Updating Beneficiaries in Open Enrollment

13. Scroll down and select the **edit button** to add or update your beneficiary for your Final Paycheck Beneficiary.



Final Paycheck Beneficiary – EH

Enrolled EH Final Check Beneficiary

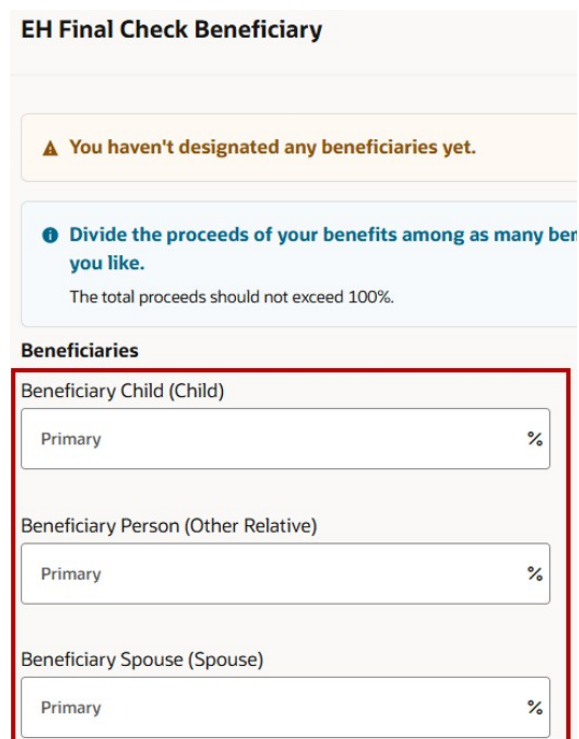
⚠ You haven't designated any beneficiaries yet.

Unenroll



14. Type in the percentage you'd like to allocate for each beneficiary. Select **Save**.

Note: A beneficiary can only be designated as a primary beneficiary.



EH Final Check Beneficiary

⚠ You haven't designated any beneficiaries yet.

Divide the proceeds of your benefits among as many beneficiaries as you like.
The total proceeds should not exceed 100%.

Beneficiaries

Beneficiary Child (Child)

Primary %

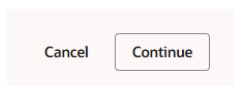
Beneficiary Person (Other Relative)

Primary %

Beneficiary Spouse (Spouse)

Primary %

15. Once finalized and select the **Continue icon** on the bottom right.



Cancel Continue

16. Select **Submit**.



Cancel Submit

Updating Beneficiaries in Open Enrollment

17. To preview your enrollments, select the **View Enrollments**

