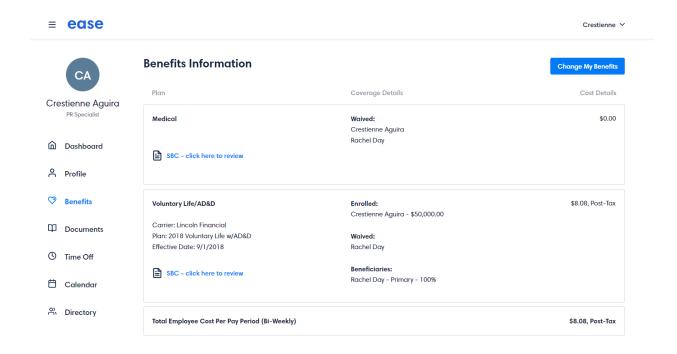
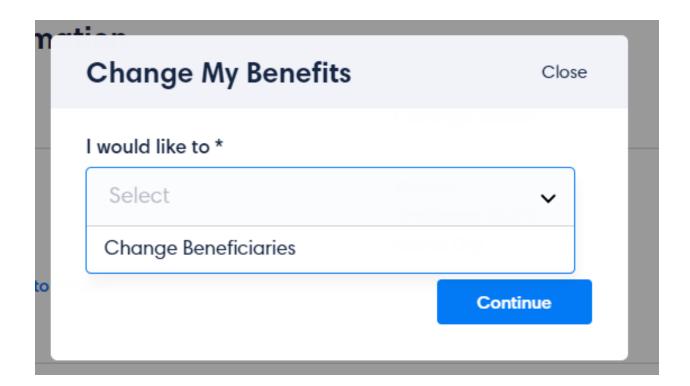
## **Employee Beneficiaries**

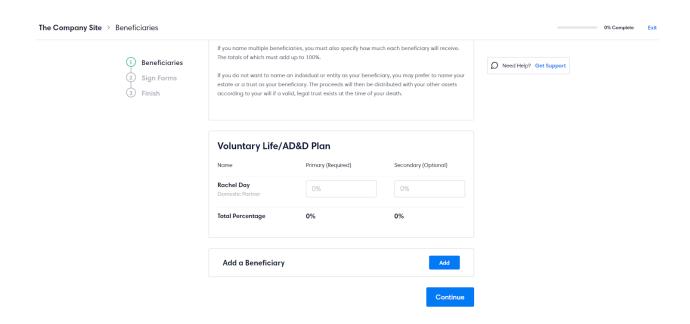
## From Your Dashboard



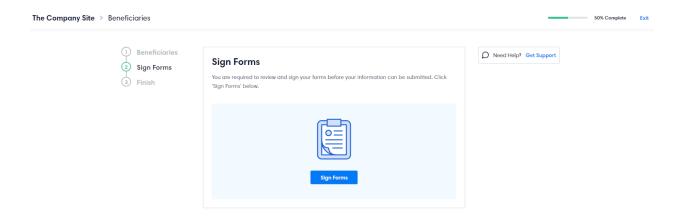
1. Click Change My Benefits.



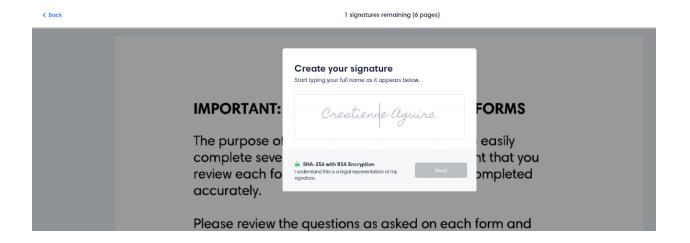
- 2. Choose Change Beneficiaries from drop menu.
- 3. Click Continue.



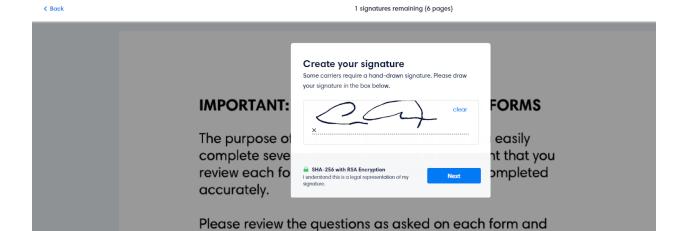
- 4. Update and/or Add beneficiary.
- 5. Click Continue.



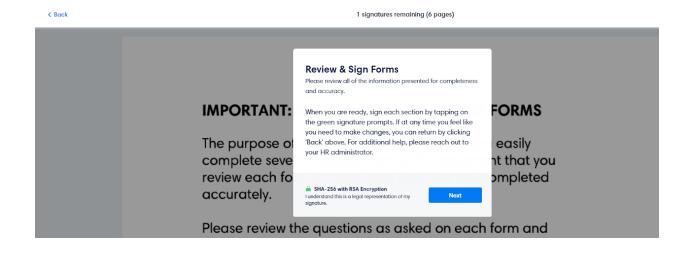
6. Click Sign Forms.



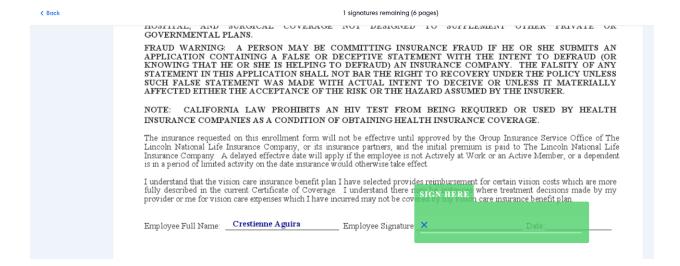
- 7. Type full name as it appears.
- 8. Click Next.



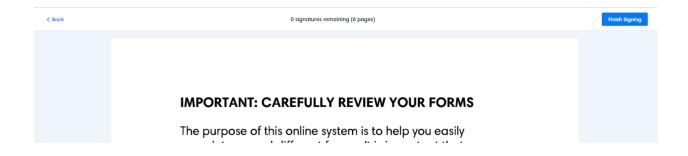
- 9. With mouse or touch screen, hand draw your signature.
- 10. Click Next.



11. Review instructions and click Next.



12. Click in each green signature location.



13. Click Finish Signing.

The Company Site > Beneficiaries		100% Complete Finish
1) Beneficiaries 2) Sign Forms 3) Finish	Your changes have been submitted!  Click Finish above to go to your dashboard.	

14. Click Finish.

## **End of Procedure**