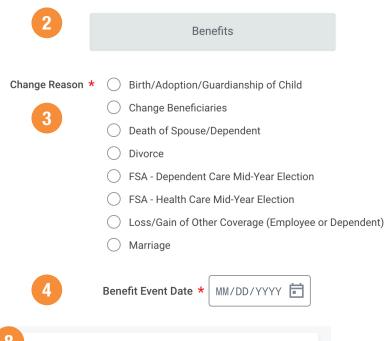
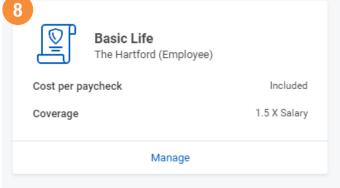
## **CHANGE BENEFICIARIES:**

- 1. From your Workday Dashboard, click on the Benefits worklet
- 2. Under the Change column, select Benefits
- 3. Select Change Beneficiaries
- 4. Enter today's date as the Benefit Event Date
- 5. Click Submit
- 6. Click Open
- 7. Click Let's Get Started
- 8. Click Manage under the Basic Life Plan
- 9. Click Confirm and Continue
- 10. Update primary and secondary beneficiaries (if applicable). Beneficiary changes to life insurance also apply to AD&D.
- 11. Enter your beneficiary's information (required fields marked with red asterisk\*)
- 12. Click Save
- 13. Click Review and Sign
- 14. Review a summary of your benefits, click "Cancel" if any changes need to be made. Click Submit to finalize.
- 15. Click Submit
- 16. Click Done or click View Benefit Statement to print or save your confirmation (Benefits does not need a signed copy returned)
- 17. This process is complete! The Benefits team will approve this change.

## Change





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