CHANGE BENEFICIARIES:

1. From your Workday Dashboard, click Menu then click on the Benefits Application
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.

4

Benefit Event Date * MM/DD/YYYY 📅

8

Basic Life
Unum (Employee)
REVIEWED

Cost per paycheck   Included

Coverage   1.5 X Salary

Manage

10

*Primary Beneficiaries 2 items

	Beneficiary	Percentage
⊖		0
⊖	✕ Jill Saranas ⋯	100