

You can add or change information connected to your beneficiaries, dependents, and emergency contacts at any time.

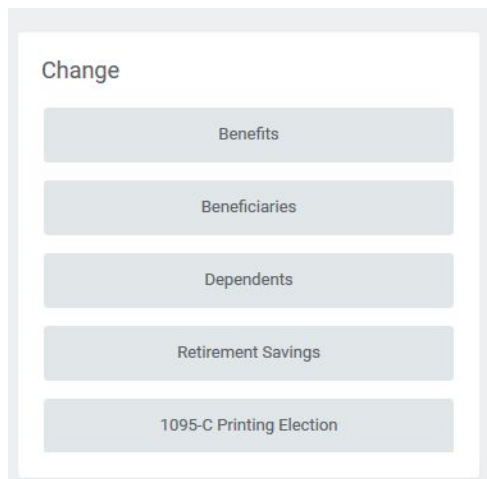
ADD AND EDIT BENEFICIARIES

Access to beneficiary information is located in the Benefits worklet:



Benefits

Under Change, click on Beneficiaries:



- You will be able to see your current beneficiary or beneficiaries listed, along with the benefit elections for which they are designated as beneficiaries.

- To **add a beneficiary**, click on the  button at the top of the screen.

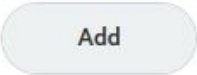
Select whether you are adding a new person or new trust, or if you are going to designate an existing dependent or emergency contact to also be a beneficiary.


Existing Dependent or Emergency Contact

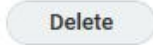
Create a New Beneficiary

Create a New Trust as Beneficiary

- To **edit a beneficiary's information** (address, phone number etc) click on the "Edit" button at the right.



Beneficiaries 1 item 

Beneficiary	Relationship	
Ronetta Smith	Child	 

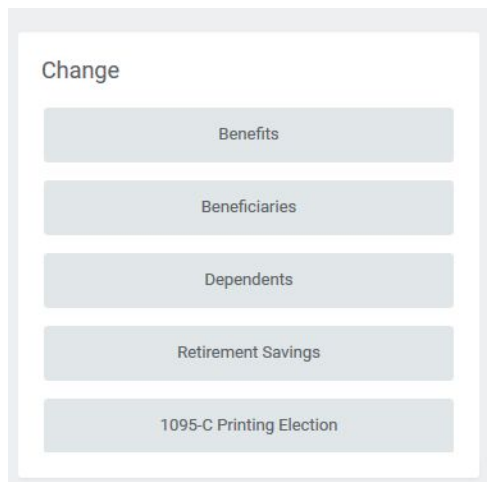
ADD AND EDIT DEPENDENTS

Access to dependents' information is located in the Benefits worklet:





Benefits

Under Change, click on Dependents:



You will be able to see your current dependent(s) listed, along with the benefit elections for which they are designated as dependents.

- To **add a dependent**, click on the  button at the top of the screen.
- To **edit a dependent's information**, click on the  button to the right side of the page.

Dependents 1 item



Dependent	Relationship	Age	Benefit Elections	
Ronetta Smith	Child	23 years, 0 months, 6 days	Benefit Elections will show here	Edit