**Benefits:** Add or Change Beneficiaries and Dependents

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:

- Under Change, click on Beneficiaries:

  ![Change menu]

  - You will be able to see your current beneficiary or beneficiaries listed, along with the benefit elections for which they are designated as beneficiaries.
Benefits: Add or Change Beneficiaries and Dependents

- **To add a beneficiary**, click on the **Add** 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.

**ADD AND EDIT DEPENDENTS**

Access to dependents’ information is located in the Benefits worklet:
**Benefits:** Add or Change Beneficiaries and Dependents

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 **Add** button at the top of the screen.

- To **edit a dependent’s information**, click on the **Edit** button to the right side of the page.
**Benefits:** Add or Change Beneficiaries and Dependents

<table>
<thead>
<tr>
<th>Dependent</th>
<th>Relationship</th>
<th>Age</th>
<th>Benefit Elections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ronetta Smith</td>
<td>Child</td>
<td>23 years, 0 months, 6 days</td>
<td>Benefit Elections will show here</td>
</tr>
</tbody>
</table>