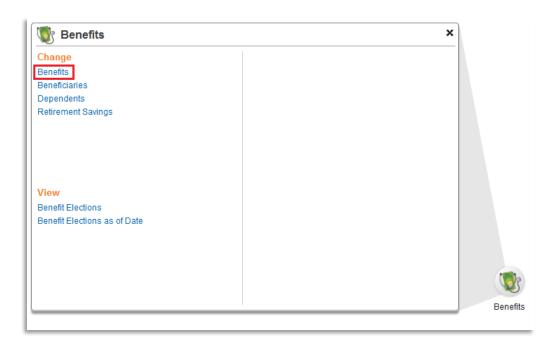
STAFF AND FACULTY: ADD LIFE INSURANCE BENEFICIARY

Follow the steps below to add or change a beneficiary to your Life Insurance in Workday.

1. Open the **Benefits** worklet on your Workday **All About Me** screen and select the **Benefits** link in the **Change** section of the pop-up window.



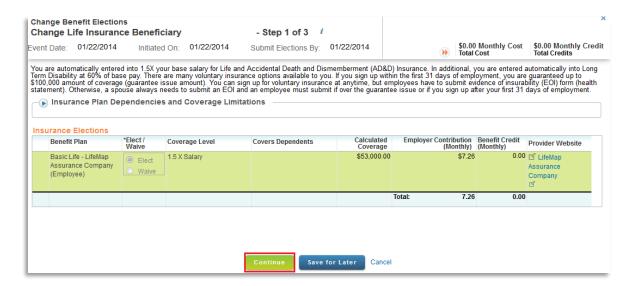
2. Select the **Benefit Event Type "Change Life Insurance Beneficiary"** and **Date.** For this type of event you do not need to attach any documents. Click **Submit.**



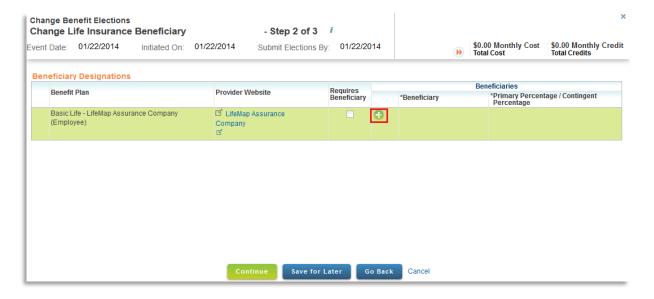
3. The next screen will show the next step. Click **Open** Change Benefit Elections.



4. On the first screen of Change Benefit Elections, you can click **Continue**. This screen will show what Insurance plans you are currently enrolled in.



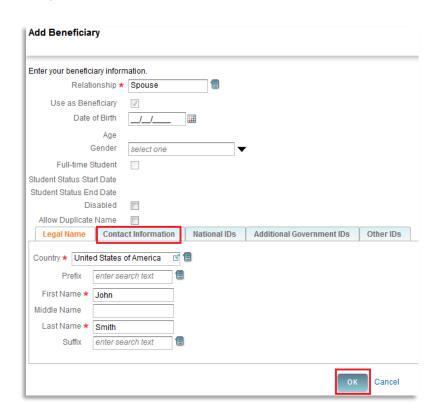
5. Click the **Add** icon in the **Beneficiary** column to designate a Life Insurance beneficiary. **Note:** To designate a beneficiary for TIAA-CREF Retirement elections, please sign in at https://www.tiaa-cref.org/public/index.html.



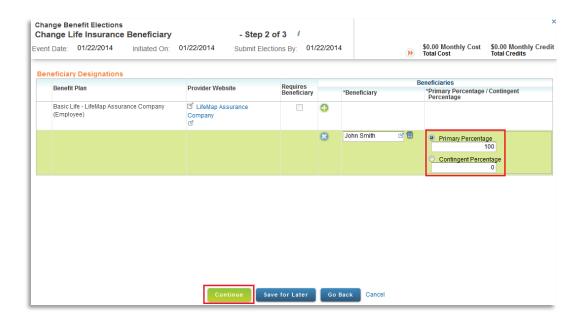
6. Click the **Prompt** icon next to the Beneficiary field. If you designated your dependents as beneficiaries in the past, they will be listed here. Click a name to select it, or click **Create** -> **Add Beneficiary** to add additional beneficiaries.



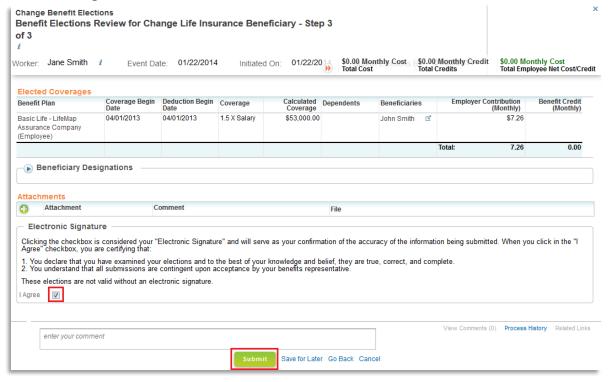
7. Complete Add Beneficiary form. Required fields are marked with a red asterisk. After completing **Legal Name** screen, click on **Contact Information** to add an address. At least one address is required for beneficiaries. When done, click **OK**.



8. Enter **Percentage** amounts for selected beneficiaries. You may add additional beneficiaries at this point. When done, click **Continue.**



Check Electronic Signature box at bottom of screen. Click Submit.



10. Close next screen. You now have beneficiaries attached to your Life Insurance. In the future, you can edit Beneficiary information (such as address) by going to the **Benefits** worklet on your Workday **All About Me** screen and select the **Beneficiary** link in the **Change** section of the pop-up window.