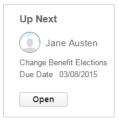
STAFF AND FACULTY: ADD LIFE INSURANCE BENEFICIARY

Follow the steps below to add or change a beneficiary to your Life Insurance in Workday. Once you have entered a beneficiary for Life Insurance, this beneficiary will be utilized for all LifeMap insurances whether College paid or voluntary including Employee or Spouse Life or Employee or Family AD&D. To add beneficiaries for TIAA-CREF 403(b) plan, you need to add in the TIAA-CREF website at www.tiaa-cref.org.

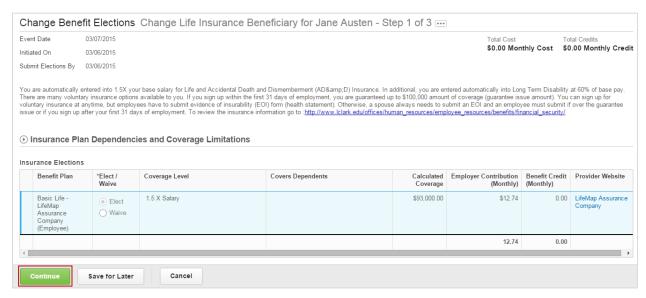
- 1. Open Benefits on your Workday Home screen and select the Benefits link in the Change section.
- 2. Select the **Benefit Event Type "Change Life Insurance Beneficiary"** and **Date.** You can use today's date. For this type of event you do not need to attach any documents. Click **Submit.**



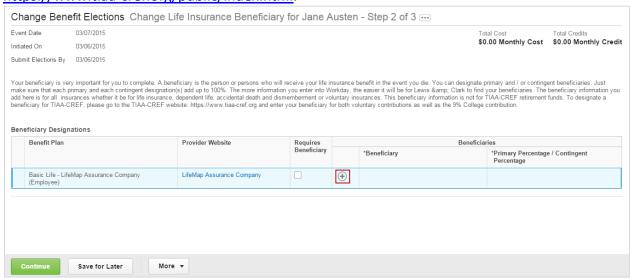
3. The next screen will show the next step. Click on Open.



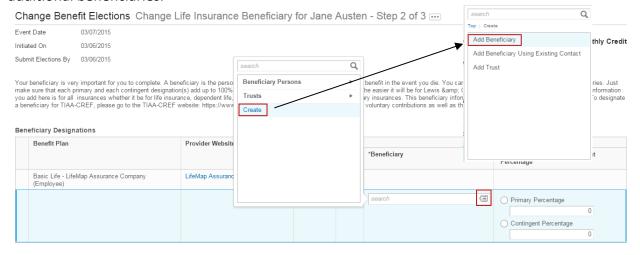
4. The first screen of Change Benefit Elections will show what insurance plan you are currently enrolled in. Click **Continue** to move on to the next screen.



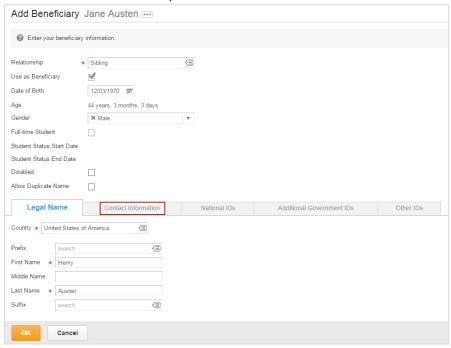
5. Click the **Add** icon in the **Beneficiary** column to designate a Life Insurance beneficiary. **Note:** To designate a beneficiary for TIAA-CREF Retirement elections, please sign in at https://www.tiaa-cref.org/public/index.html.



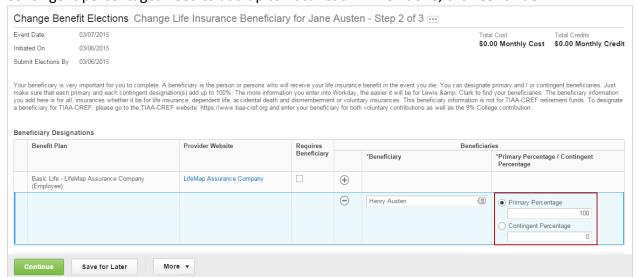
6. Click the **Prompt** icon next to the Beneficiary field. If you designated your dependents as beneficiaries in the past, they will be listed here. Click a name to select it, or click **Create** -> **Add Beneficiary** to add additional beneficiaries.



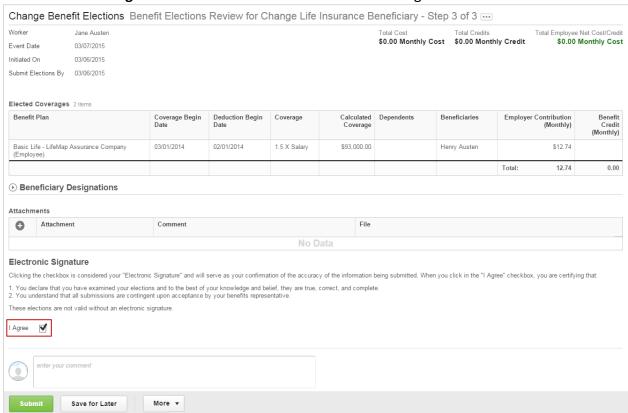
7. Complete Add Beneficiary form. Required fields are marked with a red asterisk. After completing **Legal Name** screen, click on **Contact Information** to add an address. At least one address is required for beneficiaries. When done, click **OK**.



8. Enter **Percentage** amounts for selected beneficiaries. You may add additional beneficiaries at this point by clicking on the + under Beneficiary and going through the original process again. Both Primary and Contingent percentages need to add up to 100% each. When done, click **Continue.**



9. Check Electronic Signature box at bottom of screen next to "I Agree". 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 **Home** screen and selecting the **Beneficiary** link in the **Change** section of the pop-up window.