

## Title: Beneficiary Changes

Last Opdate Date: 03/14/2024	
beneficiary changes	
Add a new or update an existing	( Benefits and Pay ↓
beneficiary record:	
- Click on <b>Benefit and Pay Hub.</b> - Under Benefits, click	Benefit and Pay Hub Benefits  Change Benefits
Beneficiaries	Benefit Elections
Click Change Repetits button	Benefits by Date
- Click Change Benefits button.	Dependents
	Beneficiaries
Select Beneficiary Change for the	Benefit Event Type Associate or Depresent Science/Loses Other Coverage
Benefit Event Type.	Beneficiary Change
	Dependent Care FSA Change
Enter today's date in the <b>Benefit</b>	Health Savings Account Change     Wellbeats Enrollment or Change
Event Date.	Benefit Event Date * MM / DD / YYYY 💼
	Signit Save for Later Cancel
Click <b>Submit.</b>	
A Benefit Change TO DO will	
appear in your Workday Inbox.	Benefit Change - Beneficiary Change :
	on Let's Get Started
Click Let's Get Started.	03/14/2024
Click <b>Manage</b> to begin your	Basic Associate Term Voluntary Associate Life
beneficiary change.	Life and AD&D Metife (Associate)
	Cost per paycheck Included Cost per paycheck
Then click <b>Confirm and Continue.</b>	Coverage 1 X Salary Coverage \$50,000
	Manage Manage
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This is what it would look like when you are finished. Click <b>Save.</b>	Primary Beneficiaries 1 Item     The image               Beneficiary      Percentage                X Betty White ····           ID0            ID0            ID0            ID0           ID0          ID0           ID0          ID00          ID0           ID0           ID0           ID0           ID0           ID0           ID0           ID0           ID0           ID0           ID0
If you have multiple primary	
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add up to 100%.	
At the bottom of the page, click	
Review and Sign button.	Review and Sign
Review your changes. Scroll to the	You <b>MUST</b> submit
bottom of the page and check the	for your changes
box <b>l Accept</b> .	I Accept 🔽 📥 Submit
Click <b>Submit</b> to complete your enrollment.	

## Important!

If you are enrolled in the **401(k)** or **HSA** accounts, you can assign your beneficiaries by logging into each of the vendor's websites. <u>Click here</u> to learn more.