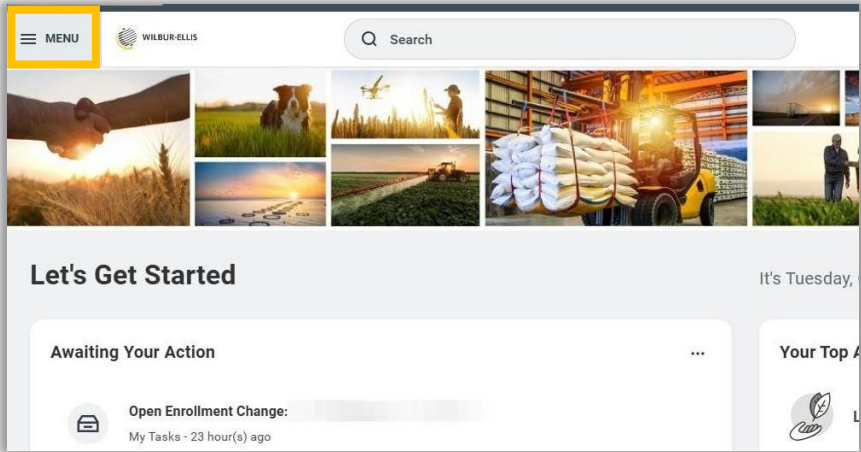


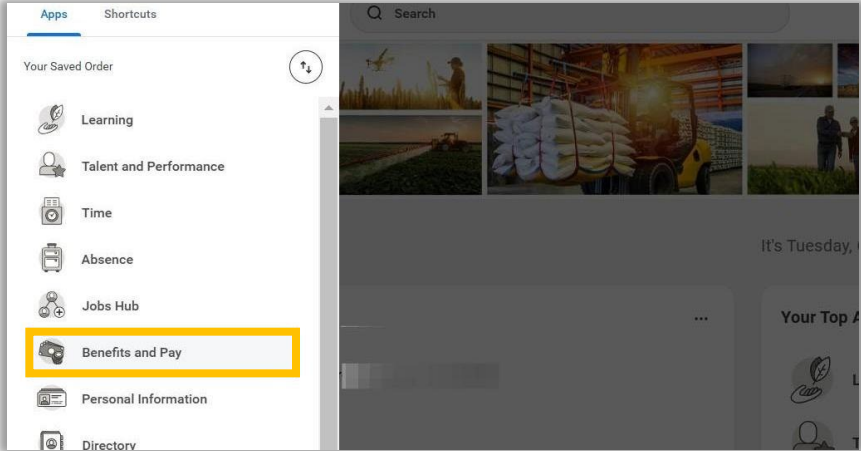
# HOW TO UPDATE BENEFICIARIES

1.



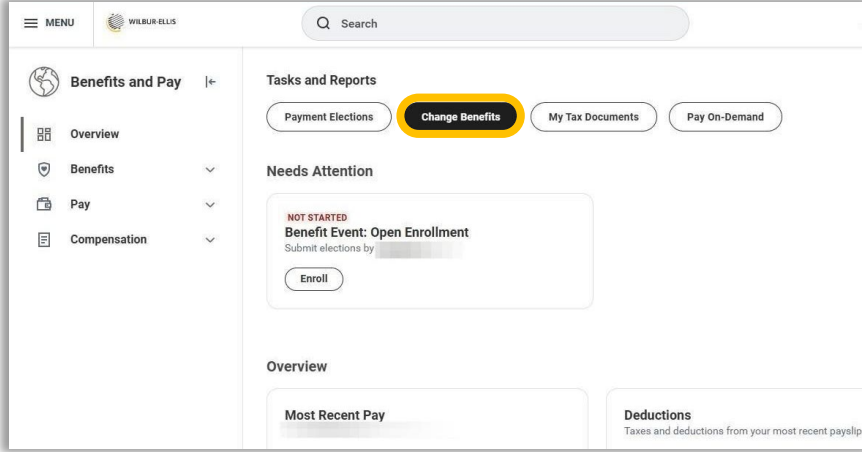
From your Workday homepage, click **Menu**.

2.



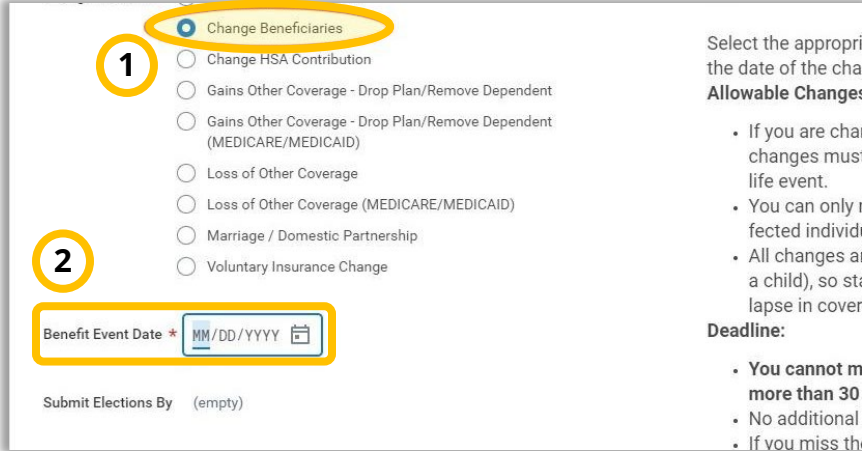
From the drop-down menu, click **Benefits and Pay**.

3.



Click the **Change Benefits** button.

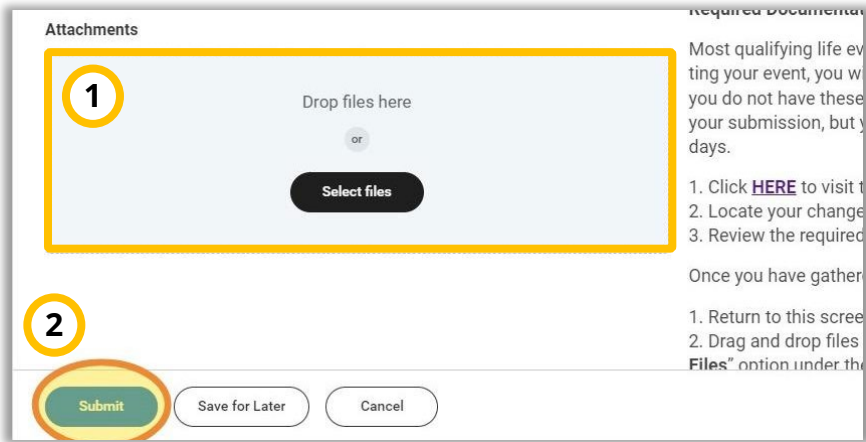
4.



Click the **Change Beneficiaries** and enter the **Effective Date** (this cannot be backdated).

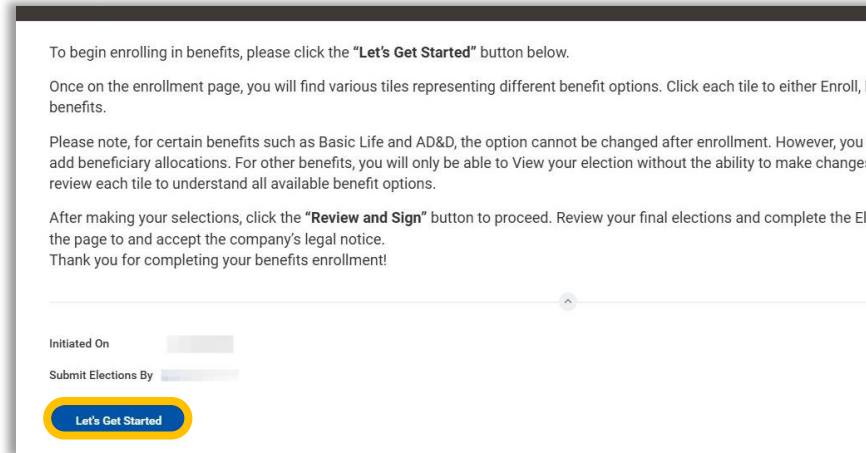
# HOW TO UPDATE BENEFICIARIES

5.



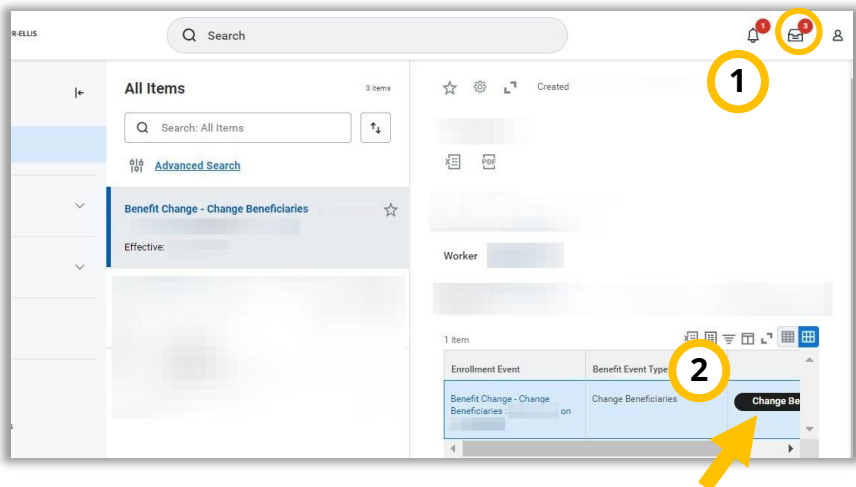
Add any required/additional documents and click **Submit**.

7.



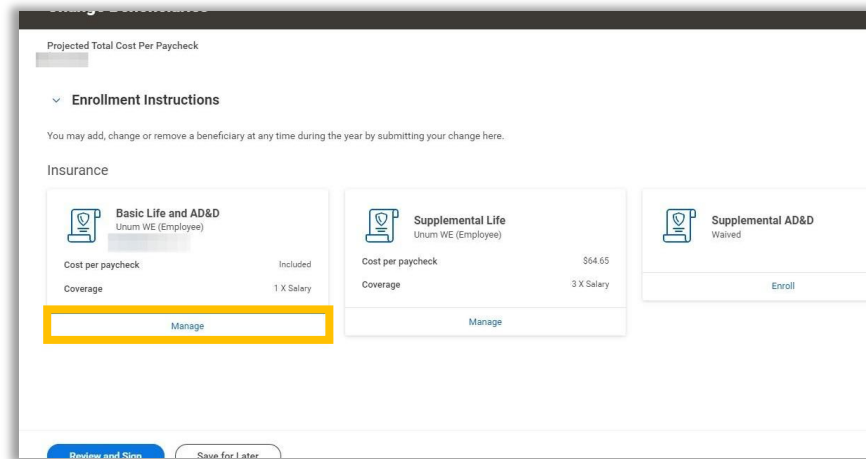
Click the **Let's Get Started** button.

6.



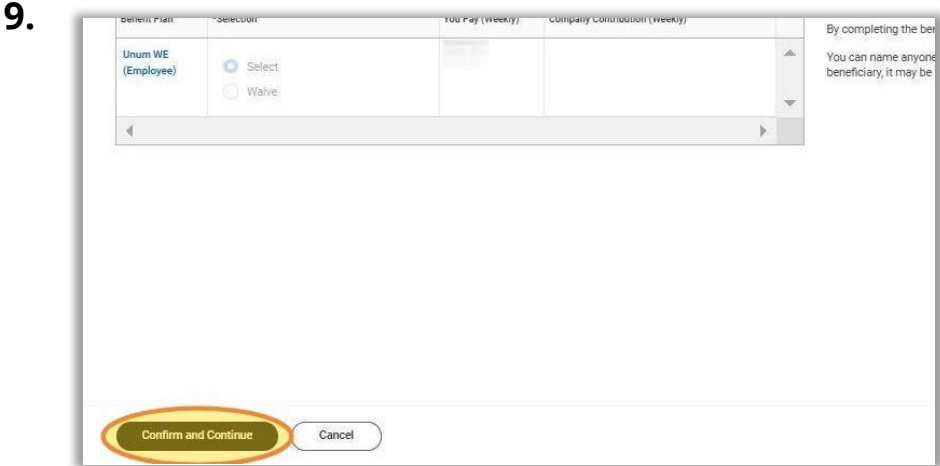
Navigate to My Tasks (Workday Inbox) and click the **Change Benefit Elections** button.

8.

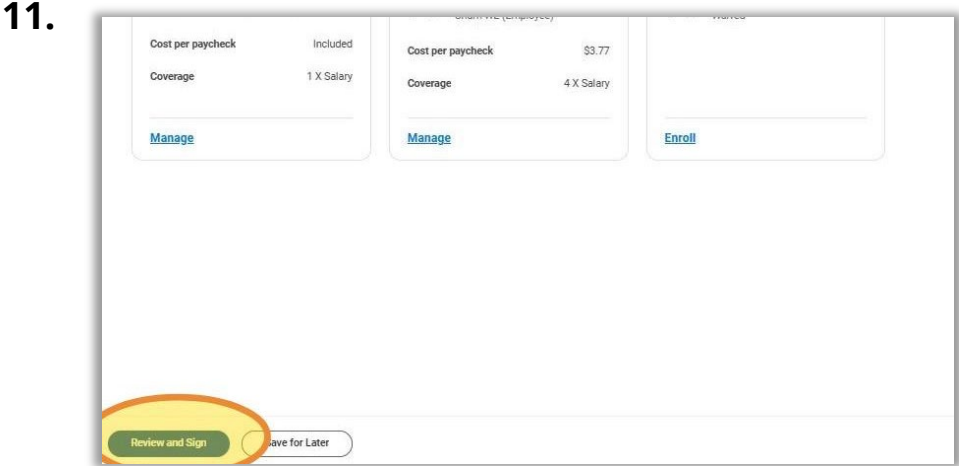


Under *Basic Life and AD&D*, click **Manage**.

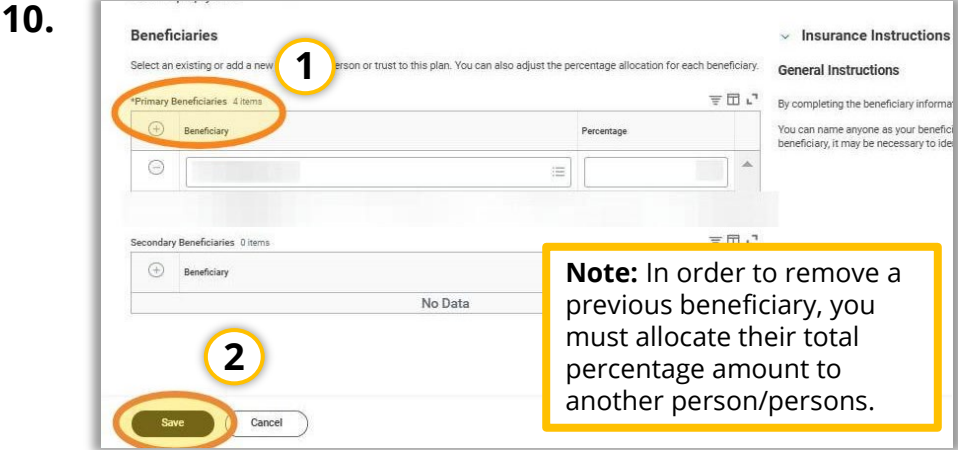
# HOW TO UPDATE BENEFICIARIES



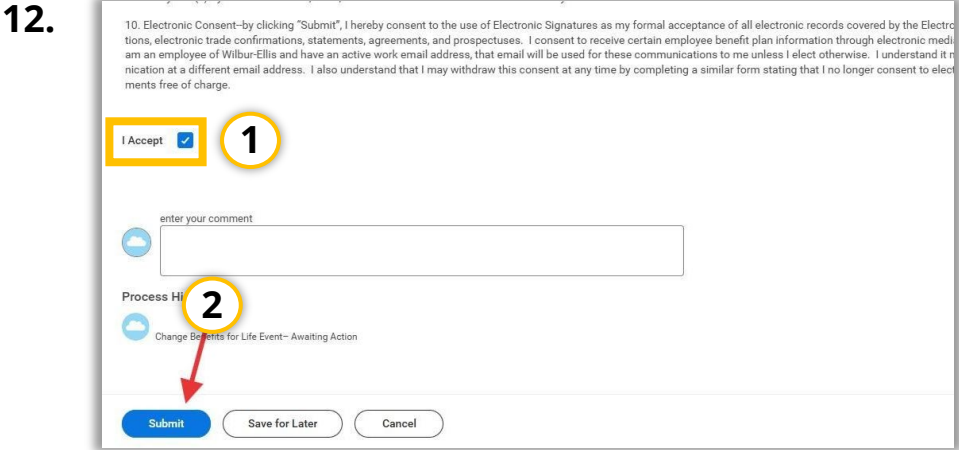
Click **Review and Sign**.



Once you've completed your updates, click **Review and Sign**.



Add your new primary or contingent (secondary) beneficiary/beneficiaries and update their percentages. Click **Save**.



Review all changes, check **I Accept**, and click **Submit**. You will then receive a confirmation when this request has been processed by the benefits department.