ADDING OR EDITING A BENEFICIARY

To add or edit/delete an employee's beneficiary:

1. Select **Employee Home Page** under the employee's Reviews section

2. Click **Benefits** at the top of the page

3. Click **Beneficiaries** on the left navigation

4. Click **Edit Beneficiary** and select the benefit to be updated

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5. Use the highlighted selections to edit/remove or add a primary/contingent beneficiary