

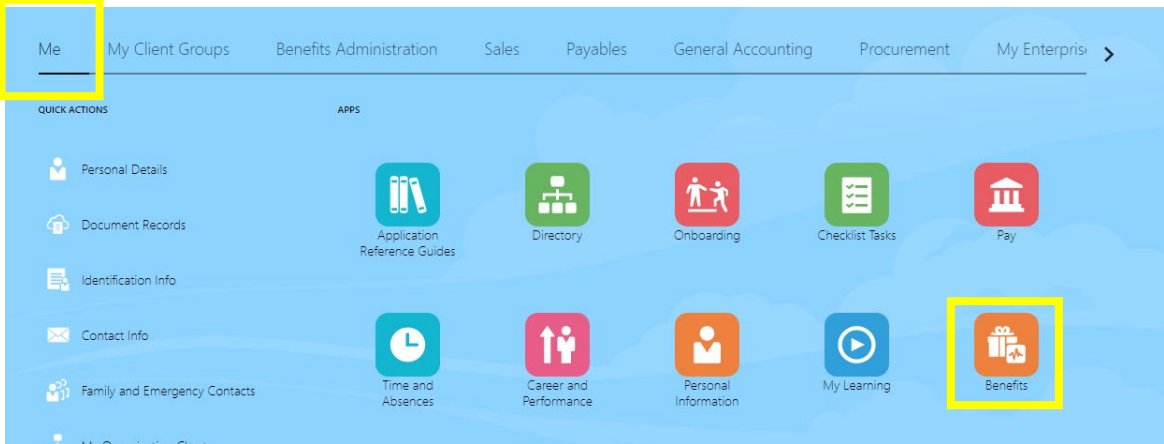
Life Insurance and AD&D – Add or Change Your Beneficiary

The guide walks you through how to add or change a beneficiary for your Life Insurance in the Oracle HCM

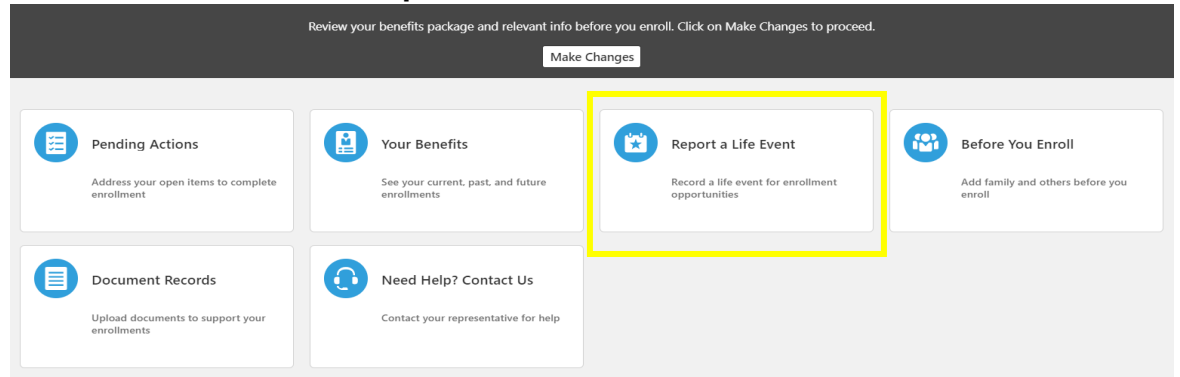
Walkthroughs:

- 1.0 Navigation Path
- 2.0 Updating Your Beneficiaries

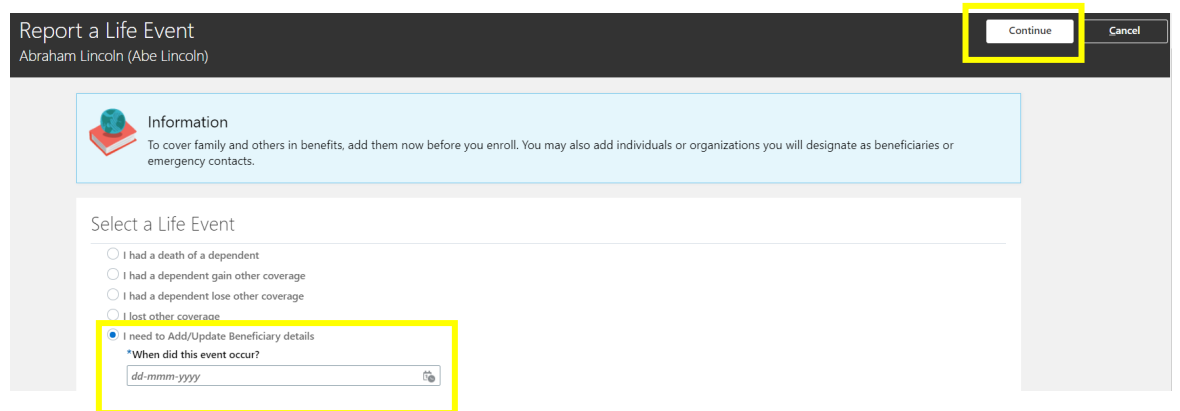
Audience: All

Process Step & Description	Action
<p>1.0 Navigation Path</p>	<p>Getting Started</p> <ul style="list-style-type: none"> • Navigation Path <ol style="list-style-type: none"> a. Me > Benefits > Report a Life Event 

- On this screen, click on **“Report a Life Event”**



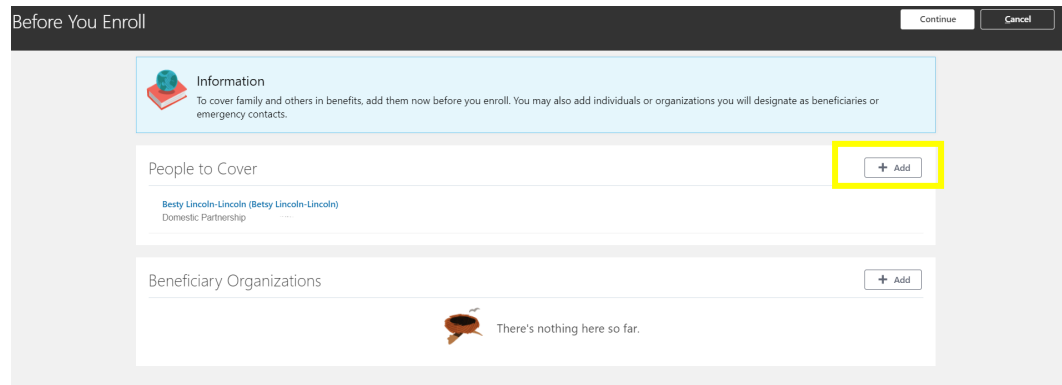
- Click the *radio button* next to **“I need to Add/Update Beneficiary details”** and enter *today’s date*. Then, click **Continue**.



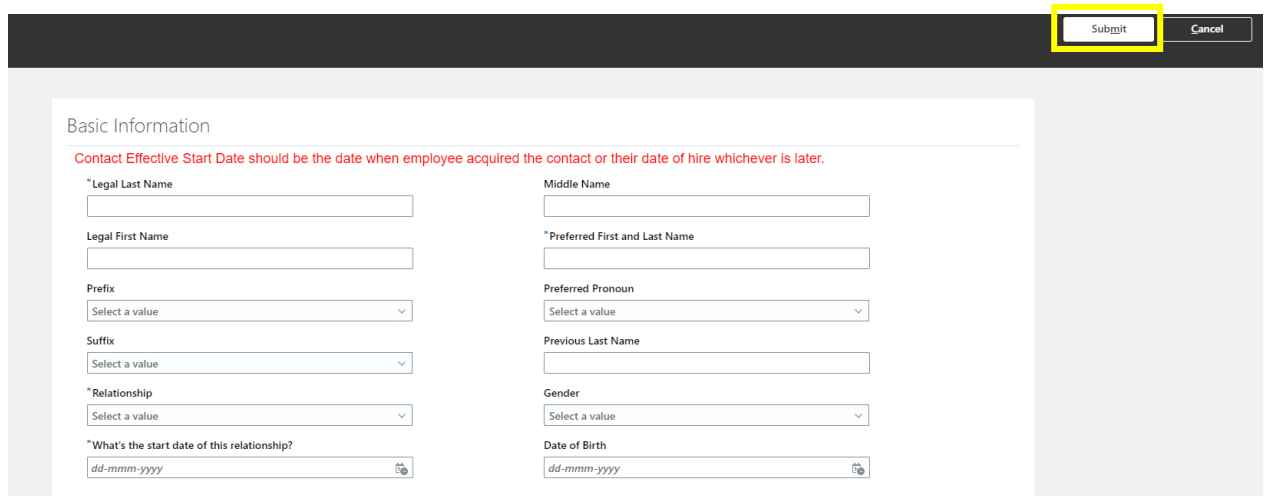
- A Confirmation page will pop up, indicating that a life event has been created and you can update your beneficiaries. Click **OK**.
- On the Before You Enroll Page, review your **“People to Cover”** and **“Beneficiary Organizations.”**

2.0 Updating your Life and AD&D Benefic- iaries

- To add any additional people or organizations you want to be a beneficiary, click **Add**. (If you do not have beneficiaries to add, you can skip this step)

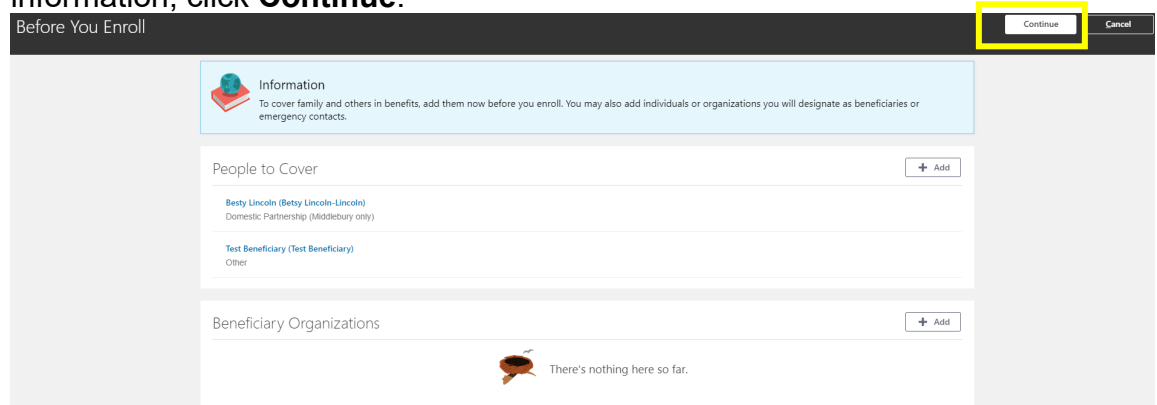


- Enter the information in the required fields. Then click **Submit**.
 - Note: the more information you enter about a beneficiary the better. Please include date of birth and social security number, if available.
 - Pay careful attention to how dates of birth are entered. They need to be DD-MMM-YYYY.
 - The relationship effective date must be *today's date or earlier*.



- To update a current person, click on their blue name. (If you do not have beneficiaries to update, you can skip this step)
 - Click on the pencil near the item to update.
 - Update the appropriate information.
 - Click **Submit**.
 - Use the back arrow to navigate back to the Before you Enroll Page.

- Once you have added or updated your individual beneficiary's personal information, click **Continue**.



Before You Enroll [Continue](#) [Cancel](#)


Information
To cover family and others in benefits, add them now before you enroll. You may also add individuals or organizations you will designate as beneficiaries or emergency contacts.

People to Cover [+ Add](#)

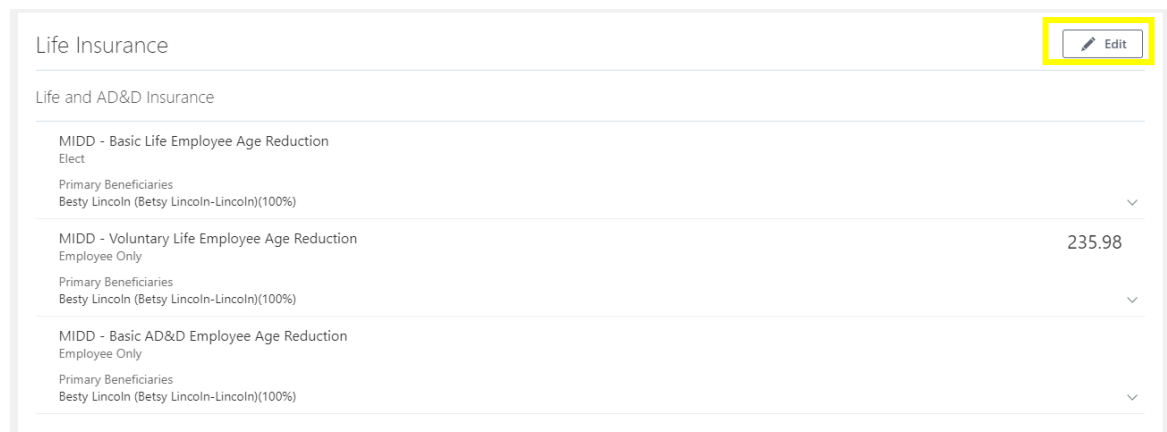
[Betsy Lincoln \(Betsy Lincoln-Lincoln\)](#)
Domestic Partnership (Middlebury only)

[Test Beneficiary \(Test Beneficiary\)](#)
Other

Beneficiary Organizations [+ Add](#)

 There's nothing here so far.

- On the next page, click on your *College Health and Welfare Program*.
- Read the Authorization page, click **Accept**.
- Scroll down to Life Insurance. Click **Edit**.

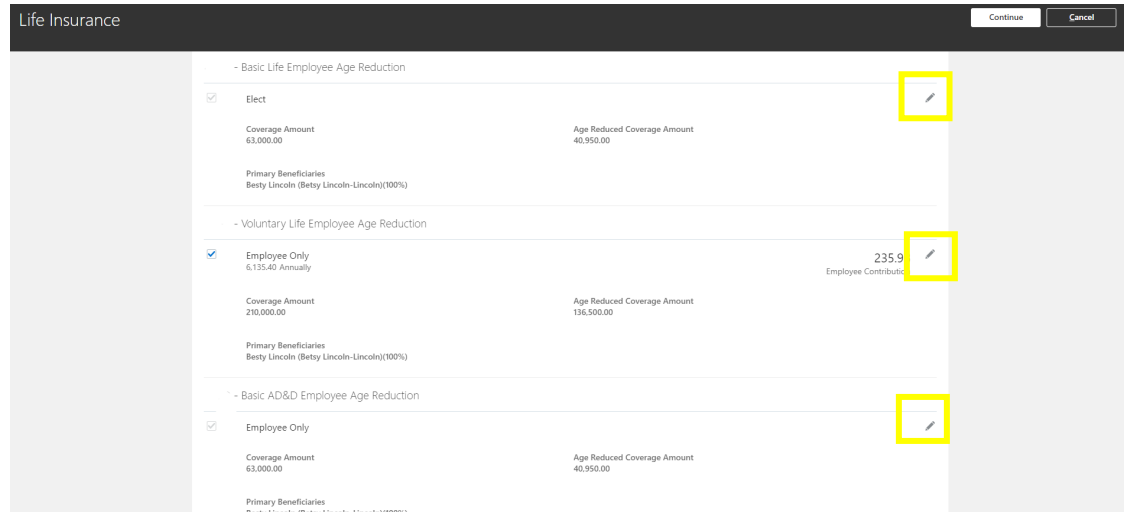


Life Insurance [Edit](#)

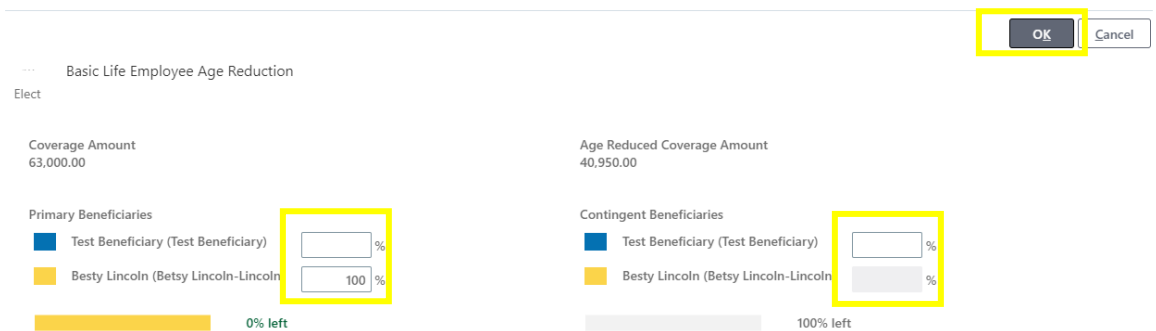
Life and AD&D Insurance

MIDD - Basic Life Employee Age Reduction Elect Primary Beneficiaries Betsy Lincoln (Betsy Lincoln-Lincoln)(100%)	▼
MIDD - Voluntary Life Employee Age Reduction Employee Only Primary Beneficiaries Betsy Lincoln (Betsy Lincoln-Lincoln)(100%)	235.98 ▼
MIDD - Basic AD&D Employee Age Reduction Employee Only Primary Beneficiaries Betsy Lincoln (Betsy Lincoln-Lincoln)(100%)	▼

- Click the *pencil* next to each Life Insurance or AD&D Plan to update beneficiaries for.



- Update the percentages you would like assigned to each Primary and/or Contingent Beneficiary. Click **OK** when finished.



- Please note: beneficiaries should be added, updated for all life insurances you are enrolled in – company paid Life Insurance and AD&D insurance as well as any Voluntary Life and/or AD&D Insurance you choose to purchase for yourself. Once all life insurance beneficiary changes are made, click **Continue**.
- Finally, click **Submit**.
- You will see a Confirmation page. You have now completed updating your life insurance beneficiaries.