

How to Designate Optional Insurance Beneficiaries Online

Instructions to designate your beneficiaries for insurance. This can be done anytime of the year.

1. Log on to **ESS**
2. Go to **BENEFITS**
3. Go to **INSURANCE COVERAGE**
4. Go to **BENEFICIARIES**
5. On the Dependent & Beneficiary Set-up page verify the following two columns:
TYPE says either *Dep & Benef* or *Beneficiary Only*
STATUS is *Active*

If either of these two columns do not say *Active* or *Dep & Benef* or *Beneficiary only* select EDIT and make the necessary changes before going to Step 6

6. Click on **DESIGNATE BENEFICIARY**
7. On the Beneficiary Designation page make changes to the following two columns
TYPE select either *Primary* or *Contingent*
Enter Percent for each Primary and Contingent
8. Click **SAVE**
9. You'll receive the following message **SAVED SUCCESSFULLY!**

Repeat these steps for each insurance.