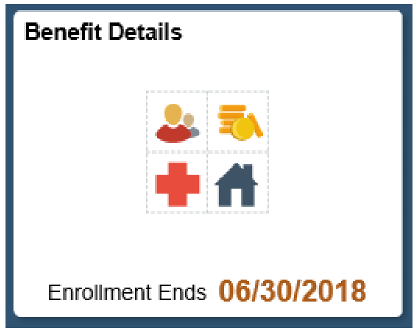
Benefits Self Service (eBenefits)

PeopleSoft eBenefits self-service transactions enable employees to review, add and update their benefit and dependent/beneficiary information. Select the 'Benefit Details' tile.



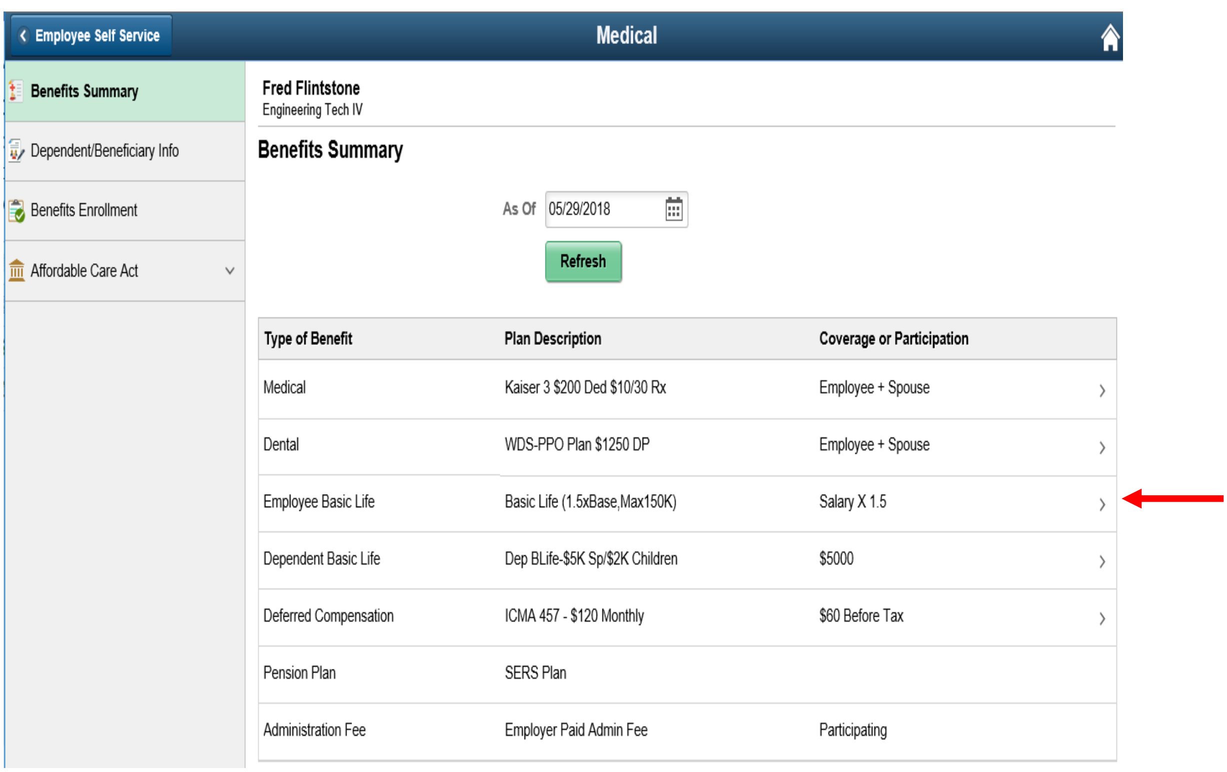
View and/or Update Life Insurance Beneficiaries

Click on the Employee Basic Life or Employee Voluntary Life insurance link in the Benefits Summary to view and/or update your beneficiary information.

On this page you can:

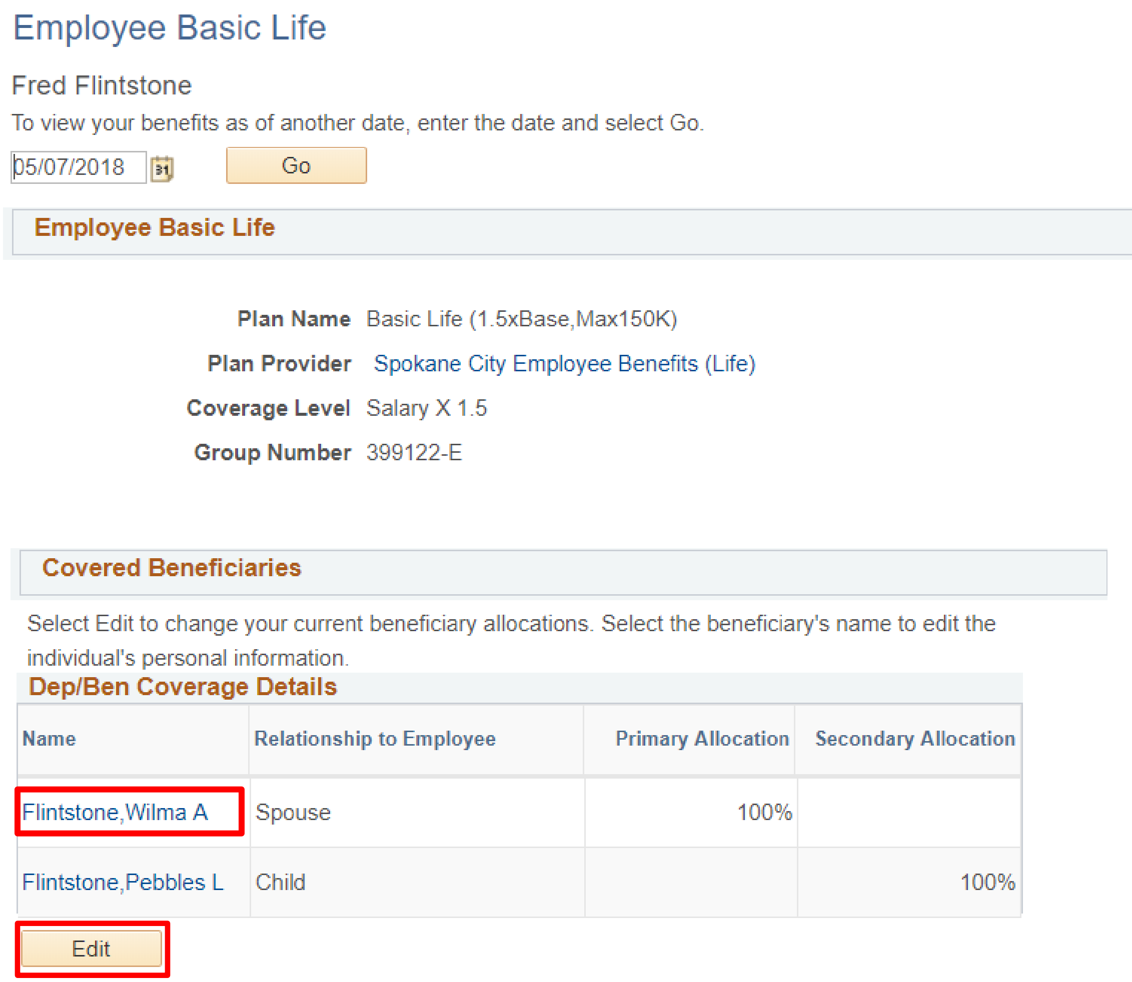
1. View your current beneficiaries
2. Allocate the percentage of your benefit
3. Add or Edit your beneficiaries

Select 'Employee Basic Life' or 'Employee Voluntary Life'



The Covered Beneficiaries section shows your current beneficiary information and the amount allocated to your Primary and Secondary beneficiaries. If you have not previously chosen a beneficiary no names will show in this box.

- To edit the personal information for one of your beneficiaries click on the linked name.
- To edit your beneficiary information click on 'Edit' under the Dep/Ben Coverage Details box.



Employee Basic Life

Fred Flintstone

To view your benefits as of another date, enter the date and select Go.

05/07/2018 Go

Employee Basic Life

Plan Name Basic Life (1.5xBase,Max150K)

Plan Provider Spokane City Employee Benefits (Life)

Coverage Level Salary X 1.5

Group Number 399122-E

Covered Beneficiaries

Select Edit to change your current beneficiary allocations. Select the beneficiary's name to edit the individual's personal information.

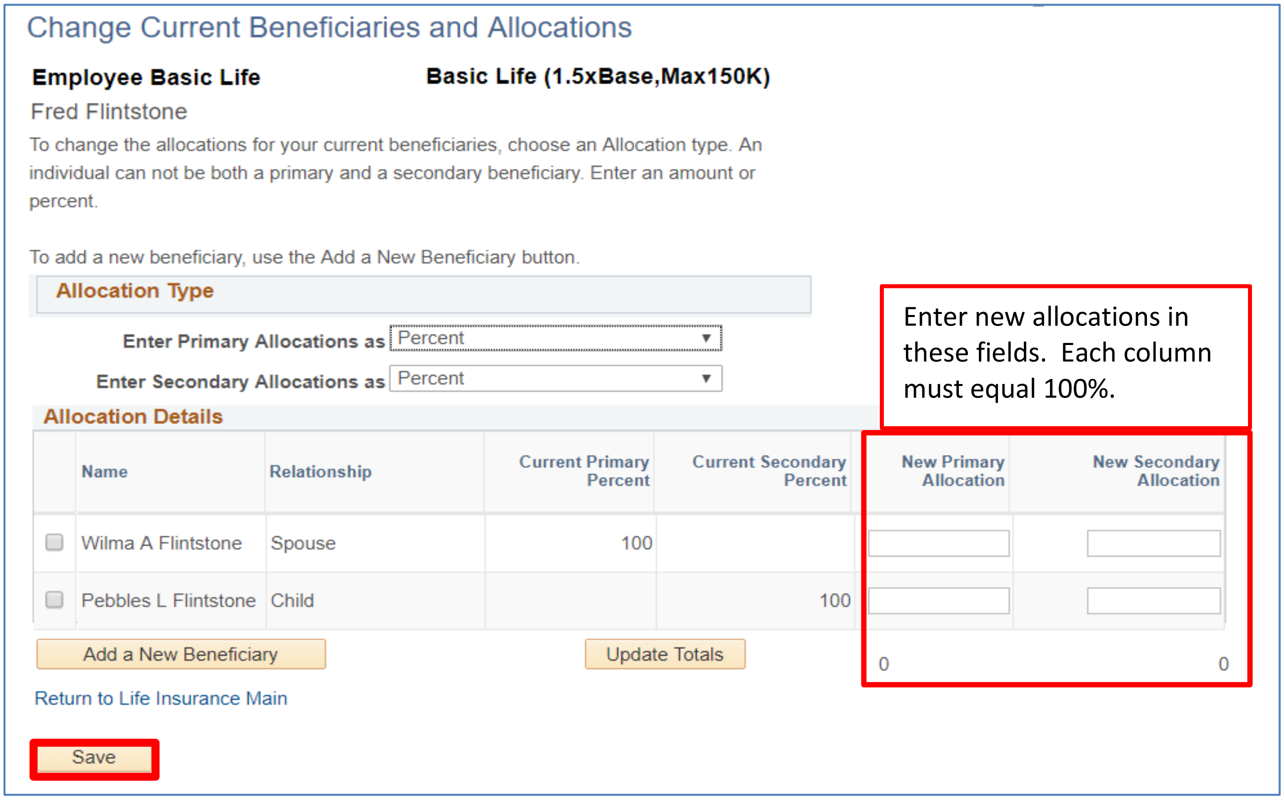
Dep/Ben Coverage Details

Name	Relationship to Employee	Primary Allocation	Secondary Allocation
Flintstone,Wilma A	Spouse	100%	
Flintstone,Pebbles L	Child		100%

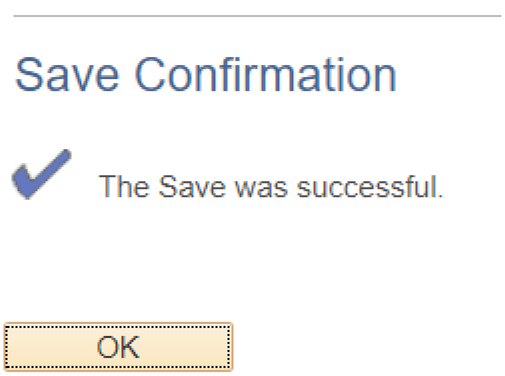
Edit

Names cannot be removed from this list through the self-service pages. If you do not want to choose someone as a beneficiary DO NOT allocate a percentage to them.

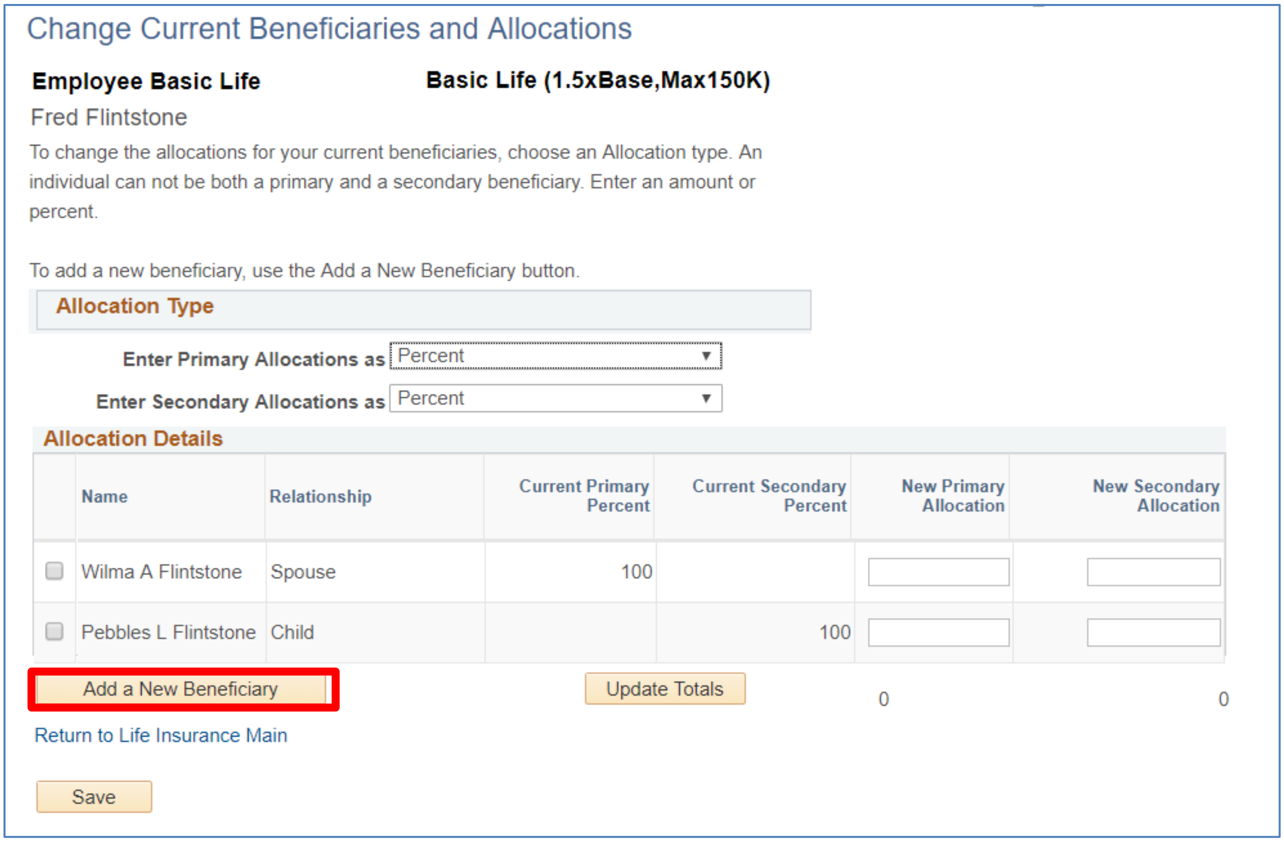
To change allocations just input your changes into the allocation fields.



Click 'Save' after updating allocations to save your choices. You will receive a Save Confirmation page showing that your save was successful. On the confirmation page, Click on "OK", then click on the "Return to Life Insurance Main" link to view your updated beneficiary information.



To add a new beneficiary whose name is not on the list, click on the 'Add a New Beneficiary' button. This will take you to the personal information page to enter their details.



Change Current Beneficiaries and Allocations

Employee Basic Life **Basic Life (1.5xBase,Max150K)**

Fred Flintstone

To change the allocations for your current beneficiaries, choose an Allocation type. An individual can not be both a primary and a secondary beneficiary. Enter an amount or percent.

To add a new beneficiary, use the Add a New Beneficiary button.

Allocation Type

Enter Primary Allocations as Percent

Enter Secondary Allocations as Percent

Allocation Details

	Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
	Wilma A Flintstone	Spouse	100			
	Pebbles L Flintstone	Child		100		
					0	0

Add a New Beneficiary

Update Totals

Return to Life Insurance Main

Save

Dependent/Beneficiary Personal Information

Fred Flintstone

Select Save once you have added your Dependent/Beneficiary's personal information. This information will go into effect as of May 7, 2018.

Personal Information

*First Name

Middle Name

*Last Name

Name Prefix

Name Suffix

Date of Birth

*Gender

Social Security Number

*Relationship to Employee

Add the personal details for your new Beneficiary on this page.

Enter all fields, then click on the '**Save**' button.

Status Information

*Marital Status	Single	As of	
*Student	No	As of	
*Disabled	No	As of	
*Tobacco User	Non Smoker	As of	

Address and Telephone

☑ Same Address as Employee

Country United States

Address 818 S Smith

Spokane, WA 99205

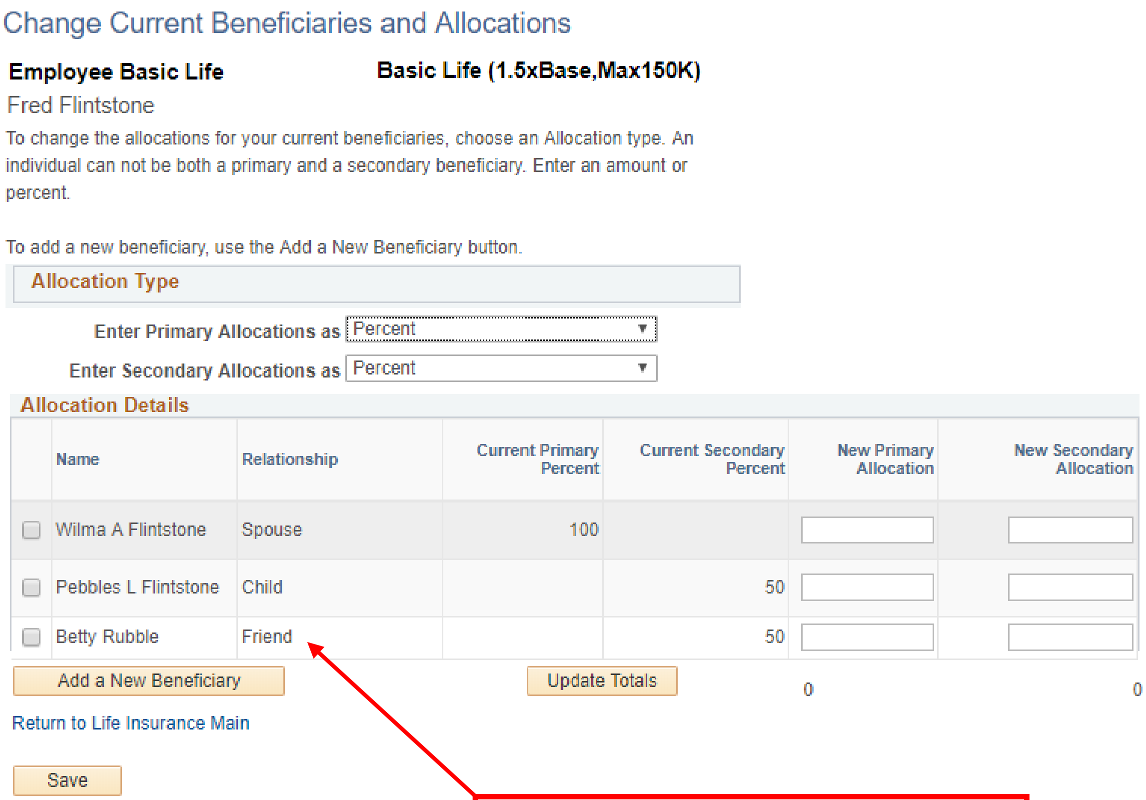
☐ Same Phone as Employee

Phone

Save

Return to Change Current Beneficiaries and Allocations

Click on 'Return to Change Current Beneficiaries and Allocations' link to assign allocation amounts.



Change Current Beneficiaries and Allocations

Employee Basic Life **Basic Life (1.5xBase,Max150K)**

Fred Flintstone

To change the allocations for your current beneficiaries, choose an Allocation type. An individual can not be both a primary and a secondary beneficiary. Enter an amount or percent.

To add a new beneficiary, use the Add a New Beneficiary button.

Allocation Type

Enter Primary Allocations as: Percent

Enter Secondary Allocations as: Percent

Allocation Details

	Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
☐	Wilma A Flintstone	Spouse	100			
☐	Pebbles L Flintstone	Child		50		
☐	Betty Rubble	Friend		50		
					0	0

Add a New Beneficiary | Update Totals

Return to Life Insurance Main

Save

New beneficiary added. You can now allocate a portion of your benefit to the new beneficiary.

Employees are the beneficiary on all Dependent Basic Life, Spouse Voluntary Life or Child Voluntary Life plans so no beneficiary updates are necessary for those plans.

Amount of coverage available can be viewed on the Benefits Summary page.