View Benefits Elections

1. Click the Benefits worklet.

2. Under View, click Benefits Elections.

3. If you wish to print a copy of your election, click the Print icon in the upper right.

4. When you’re done, click the Home icon in the upper left to return to the Home screen.

Change Beneficiaries

1. Click the Benefits worklet.

2. Under Change, click Beneficiaries.
3. If you don’t already have a beneficiary listed, click Add.

4. You’ll be prompted to add an existing dependent or emergency contact, or a new person or trust.

5. If you already have a beneficiary listed, you can click Edit or Delete.

6. Review/edit/add the required information, then click the green Submit button.

7. Click the yellow Done button.

8. Click the Home icon in the upper left to return to the Home screen.

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### Change Dependents

1. Click the Benefits worklet.

2. Under Change, click Dependents.

3. If you don’t have a dependent listed, click Add.
4. If you already have a dependent listed, you can click **Edit** or **Delete**.

5. Review/edit/add the required information, then click the green **Submit** button.

6. Click the yellow **Done** button.

7. Click the **Home** icon in the upper left to return to the Home screen.