

# BEN.PROCESS 32: Beneficiary Updates/Changes

## Step 1: Access Employee Space & Navigate to Life Events

Login to [Employee Space](#). Once signed in, view the left side menu. If you do not see a left side menu, click the three stacked bars on the left side to open the menu. From there, you will want to click the “+ Benefits” button, which will open another set of options. Click “Life Events”.



## Step 2: Create & Access Life Insurance Life Event

The Life Events page should show “Current Life Events”. From there you will see an “Add Life Event” Button on the right side. By clicking this, a pop up will show where you can select your life event type and  **Add Life Event** event date.

Add Life Event

Life Event \*

[IMPORTANT: Click here to understand the Event Date to enter. This date will determine the effective dates of change\(s\).](#)

Event Date \*

Cancel

Submit

Click the magnifying class and check “Life Insurance Add/Drop/or Beneficiaries” and then select “Ok.” This Life Event allows you to change and update your beneficiary information.

Next, enter the event date. This date can be the first of the month in which you are making the change, or the date in which you are adding the change. Then select “Submit.”

You will then see all of your current Life Events. From here, you will double-click on the event, which will take you into the enrollment view and allow you to make changes.

Current Life Events

 **Add Life Event** ...

<input type="checkbox"/>	Life Event	Date of Event
<input type="checkbox"/>	Life Insurance Add/Drop/or Beneficiaries	11/8/2021

## Step 3: Beneficiary Information & Updates

Once you are within your enrollment event, you will see a Life Event Details page, which will show you the date of the event and your enrollment period – this is the timeframe in which you will need to submit your changes.

If you need to add a new beneficiary, go to the Beneficiary tab. You can then press “+ Add” button to input their information. Please note that social security numbers are not required for beneficiaries.

If you need to update your beneficiary’s information, go to the same tab, then click “open” on the person who you need to update.

**Note:** You will not be able to change a beneficiary’s name or date of birth. If you need to update this information, please contact the Benefits Division at 605-773-6027.

**Life Event Details**

- Life Event Details (selected)
- Instructions
- Contact Change Details
- Current Benefits
- Beneficiaries
- Enrollment
- Enrollment
- Review and Submit

**Life Insurance Add/Drop/or Beneficiaries**

Event Date  
November 8, 2021

Enrollment Period  
November 8, 2021 - December 9, 2021

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### Step 4: Designating Beneficiaries

Once you have the name(s) of your beneficiary(ies) listed, click on the “Enrollment” tab that has the little arrow next to it. This will show that screens can be updated.

First is Employer Paid Insurance, which is the \$25,000 life insurance that the state pays for on your behalf.

Second is Supplemental Life, which is additional insurance you can purchase based on multiples of your salary up to 7.

And finally, is Dependent Life, which is potential dependent life of \$10,000 for eligible dependents. Please note that to be eligible to enroll in dependent life you must also be enrolled in supplemental life.

You do not designate beneficiaries for dependent life insurance.

You will want to review each one to ensure that the appropriate beneficiaries are listed and for the correct percentages and designation (primary or contingent). To view your beneficiaries or make new elections, press the “Designate Beneficiaries” button for both Employer Paid Insurance and Supplemental Life Insurance. You should see a list of your beneficiaries. If you had previously elected persons, their information will show as either primary or contingent, and the percentage. If you need to change a beneficiary, say you are changing your primary from your parent to your spouse because you got married, you will want to de-select your parent, then select your spouse. This will open a new box (left) where you will select if the person is a primary or contingent beneficiary. You will then select their percentage. Then press submit and the information will be reflected on the prior screen. You will then be able to confirm that their information shows as you anticipated.

Example:

Relationship	Birthdate	Primary Or Con...	Percent
Spouse		Primary	100.000 %
Other		Contingent	100.000 %

Once you have ensured all your beneficiaries are as you would like, press the “Save and Return to Enrollment” button at the top to move on to the next insurance policy.

### Step 5: Submit

Once your policies reflect your designated beneficiary (ies), you will navigate to the “Review and Submit” tab. Press the grey “Submit” button. A pop-up box will appear for you to add your electronic signature and date. Please note that the date should be the date you are submitting this, not the event date.

Once submitted, your event will be reviewed and finalized by a Benefits Specialist. If there are any questions, the Benefits Specialist will reach out to you.

### Create Beneficiary

Primary Or Contingent \*  
  
 Percent  
  
 Percent

Cancel

Submit

Signature

Date