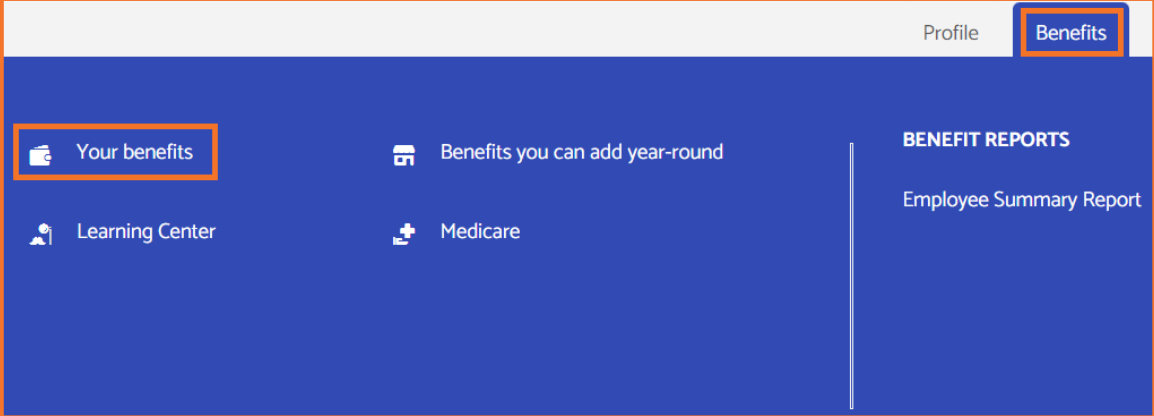



How to Verify, Add and Update Your Life Insurance Beneficiary Information

Complete the steps outlined below to verify, add or update your life insurance beneficiary information.

Step #	Verify your beneficiary information
1	<p>Click the Benefits drop-down menu and then the Your Benefits selection.</p> 
Note:	<p>Scroll down to a plan which provides beneficiary-type benefits during your plan shopping. You will be prompted to add your beneficiaries after selecting an appropriate plan or you can edit your selections at any time.</p>
2	<p>To update beneficiary information on your Life Insurance, scroll down to the applicable section and click the Edit button.</p> 



3 Click the **Add Beneficiary** button.

Life: Beneficiary information

Please select the beneficiaries for this benefit, specifying whether they are Primary or Secondary as well as the allocation percentage(s).

Note: When replacing an existing beneficiary with a new one, first deselect the beneficiary, add the new beneficiary, then adjust the allocation percentage accordingly.

Use	Name	Relationship	Date of Birth	SSN/ID	Beneficiary Type	Allocation %	Actions
<input checked="" type="checkbox"/>	Spouse80 ChaTest8054	Spouse	01/01/1992	***-**-****	Primary	100	Edit

[Add Beneficiary](#)

4 Select the applicable **Beneficiary Type**, then click **Next**. The beneficiary information you are prompted to enter will vary based on your selection.

Life: Beneficiary information

Beneficiary type?

Please Note:
A beneficiary is a person, organization, trust, or estate designated by the certificate holder to receive proceeds from a policy when the certificate holder becomes deceased. You will be able to name multiple persons, organizations and/or trusts as primary and/or secondary beneficiaries and designate allocation percentages for each.

Person
 Estate
 Organization
 Trust

[Next](#) [Previous](#) [Cancel](#)

5 Enter the beneficiary's information then click the **Next** button.

Life: Beneficiary information

Enter the beneficiary information.

First Name * Middle Name Last Name * Suffix

Relationship * Social Security Number Date of Birth

Address 1 Address 2 City State / Province

ZIP / Postal code Country Phone Number

[Next](#) [Previous](#) [Cancel](#)

6

Select the **Beneficiary Type** (Primary or Secondary) and enter the **Allocation percentage**. Then click **Next** to continue.

Life: Beneficiary information

Please select the beneficiaries for this benefit, specifying whether they are Primary or Secondary as well as the allocation percentage(s).

Note: When replacing an existing beneficiary with a new one, first deselect the beneficiary, add the new beneficiary, then adjust the allocation percentage accordingly.

Use	Name	Relationship	Date of Birth	SSN/ID	Beneficiary Type	Allocation %	Actions
<input checked="" type="checkbox"/>	Spouse80 ChaTest8054	Spouse	01/01/1992	***-**-****	Primary	100	Edit
<input checked="" type="checkbox"/>	Child Test	Child	02/13/2013		Secondary	100	Edit

Add Beneficiary

Please Note:
Secondary beneficiaries will receive proceeds in the event that all primary beneficiaries are no longer living.


Next Previous Cancel

7

A **Summary** page displays with the newly added beneficiary information.


2022 Life Offer Summary


Your 2022 Life Offer benefit summary is shown below. To make changes, click Edit. Please note that your benefits have not been saved. You must click Save to complete the section.



Life
Basic Life 2023

Offered By: Dearborn National
Coverage Amount: \$50,000.00 (1 times salary)
Effective Date: 11/25/2022
You Pay: \$0.00 twice per month

Beneficiaries  Edit

Hide details 

Name Spouse80 ChaTest8054
Relationship Spouse
Date of Birth 01/01/1992

Name Child Test
Relationship Child
Date of Birth 02/13/2013