

Update Life Insurance Beneficiary Quick Reference

It is important to review your current life insurance beneficiaries on a regular basis to ensure your benefits are given to the people or organizations you intended after your death. The beneficiary on file in the myHR database is the recipient of your benefit. Prior beneficiary designation, whether written or electronic, is revoked.

Follow the steps below to update your life insurance beneficiaries.

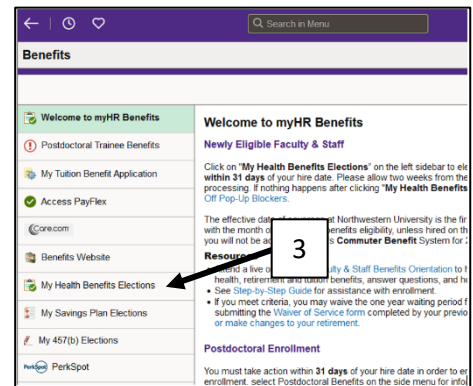
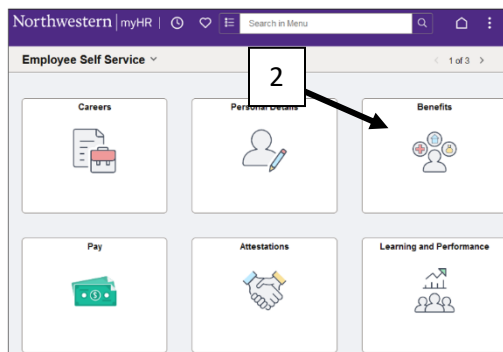
Accessing Benefits Enrollment Portal

1. Login to myHR at <https://myhr.northwestern.edu/>

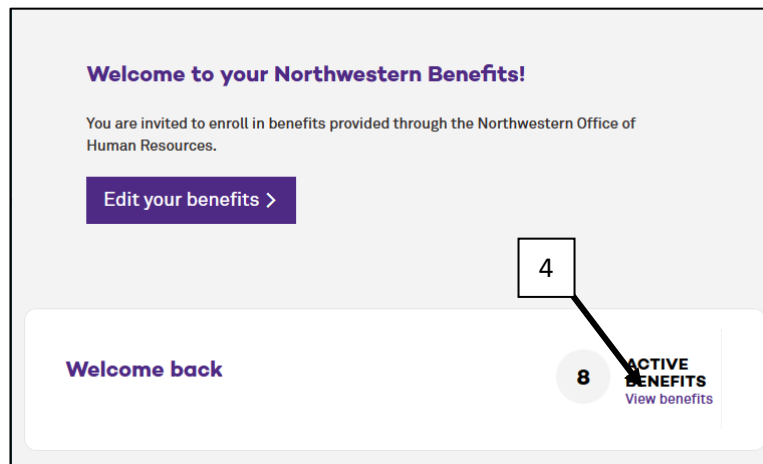
2. Select the **Benefits** tile in myHR Self Service.

3. Select **My Health Benefits Elections** from the left-hand menu. If nothing happens, ensure you have disabled your pop-up blocker.

NOTE: Do not use the back button in your browser. It is best to use the previous button within the platform.



4. Select **View benefits** from the left of the page.



5. Scroll down to the life benefit and select **Edit or Add** under the life benefit for which you would like to update the beneficiary.

Your Life coverage
Basic Life 2.5 Times

Offered By: Dearborn National
 Coverage Amount: \$162,500.00 (2.5 times salary up to \$250,000.00)
 Imputed Income: \$142.88 per pay period
 Effective Date: 01/01/2017
 Persons Covered: Employee Name
 Beneficiaries: Beneficiary **Edit**

5

Edit coverage Show Plan Details ▾

Your Supplemental Life coverage
 You have declined this benefit.

Edit coverage

NOTE: Do not use the back button in your browser. It is best to use the previous button within the platform.

6. To update a beneficiary:

- a. Check or uncheck the box next to name to use or not use;
- b. Change Beneficiary Type from Primary or Secondary;
- c. Update date Allocation;
- d. Select Add Beneficiary to add additional beneficiaries.
- e. When finished select **Next** at the bottom of the screen and **Save** on next page.

Note: if you do not have anyone listed as beneficiary, use Add Beneficiary radio button at the top of the screen.

Life: Beneficiary information

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

Your Beneficiary is the person (or persons) who will receive your Basic and Supplemental Term Life Insurance benefits if you die. You can name anyone you want as your Beneficiary(ies) - and designate as many people as Beneficiary(ies) as you wish. (Note: You may not name Northwestern University as a Beneficiary.)

Use	Name a	Relationship	Date of Birth	SSN/ID	Beneficiary b	Allocation c	Actions
<input checked="" type="checkbox"/>	Jonathan Doe	Spouse	12/1/1959	***-**-****	Primary	100	Edit
<input type="checkbox"/>	Jonathan Doe Trust	Trust		***-**-****	---Please Select---	0	Edit
<input type="checkbox"/>	Carol Doe d	Child	7/15/2015	***-**-****	---Please Select---	0	Edit

Add Beneficiary

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