Instructions to Update Beneficiaries/Dependents in Banweb

- Add a new person………………………………………… page 3
- Begin or End Insurance Coverage for a Dependent…… page 4
- Add or Remove a Beneficiary to Life Insurance……… page 8
Add a New Person

NOTE – simply by adding a new person does not automatically mean this person is covered by your insurance. Please see the next steps to link this person to the insurance.

This is historical data and cannot be removed.

Complete the form and Submit Changes
Section 2 - Begin or End Insurance Coverage for a You and/or a Dependent

To add a **begin date** of coverage or an **end date** of coverage click on Benefit Coverage and Allocation List. This is where you will begin or end coverage.
This is showing you have ENROLLED in the benefit, but you still need to link the enrollment to a person. Click on Coverage Details for the applicable benefit to enter the start date of 01/01/2014.

If you are switching health plans you need to click on Coverage Details and enter an end date of 12/31/2013.
Be sure to check the box of the person you are making changes to.

This is where you will enter a **begin date** of 01/01/2014 for each enrolled dependent.

Click here after dates are entered.

Response will be Success.

Click here to return

Jump to Bottom to update another benefit
In this example the employee was covered under the HDHP in 2013 and chose the PPO coverage for 2014 and therefore must put an **end date** of 12/31/2013 on HuskyCare HDHP for each dependent and then a **begin date** of 01/01/2014 for each dependent for the PPO.

Click on **Coverage Details** of HuskyCare HDHP-991 to get started.

In this case the employee is switching from HDHP to PPO. The reason is “Other”
Return to Coverage and Allocation List in order to add a Begin Date for the PPO
Start PPO Coverage

This is where you will link the PPO coverage to the person who should be covered.
Section 3 – Add or Remove a Beneficiary to Life Insurance

Review the Coverage Begin Date – it should be Jan 01, 2014
Review the Coverage End Date – it should be Dec 31, 2013
You can log out when all updates are complete.

Click here to begin updating beneficiaries for life insurance
View current allocations

Move to the bottom of the page, to Enroll Coverage and Allocations to make changes. Click on the link to update.
You can change percentage allocation to zero if you want to remove that person’s allocation, and then put an end date in the Coverage section (see example on page 11).

Make desired changes. Click Choose or Update to complete.

Click here Coverage Details to include an end date or begin date. Click Coverage and Allocation List to make additional changes.
Remove a beneficiary

You may now make additional changes or log out.