Instructions to Add or Remove or Make Changes to your Dependent or Beneficiary

Navigate in ESS: Employee Services / Benefits and Deductions / Beneficiaries and Dependents

To add a new dependent or beneficiary, click the **Add a New Person** link.

Removal of an inactive beneficiary or dependent from this section is prohibited due to historical recordkeeping.

Coverage and/or allocation records must be ended or percents set at zero to inactivate a beneficiary or dependent.

This window will open. Complete and click ‘submit changes’.
You've now added a new dependent or beneficiary, but you still need to update coverage or allocations. The following steps must be completed in order for your changes to become active.

Click Update Coverage and Allocations

The top portion of the page will reflect current active coverage and allocations. Review this for accuracy and scroll to the bottom of the page to make changes. (See next page for instructions).
Add or Change Coverage:

Start or End Coverage by placing a begin date or end date to the coverage.

** If terminating coverage, check the ‘Choose Benefit’ box. Place ‘End Date’ of coverage and use the drop down menu to update ‘Deduction Termination Reason’.

Update Allocations (for Life and AD&D coverage only).

To assign *beneficiary status* (primary, contingent) and allocate percentages, click here.

** If terminating coverage, check the ‘Choose Benefit’ box. Place ‘End Date’ of coverage and use the drop down menu to update ‘Deduction Termination Reason’.
Update Allocations:

To update beneficiary allocations, choose type, update percentages and click the ‘Chose or Update’ box.

Call Benefit Services at 906-487-2517 if you have questions.