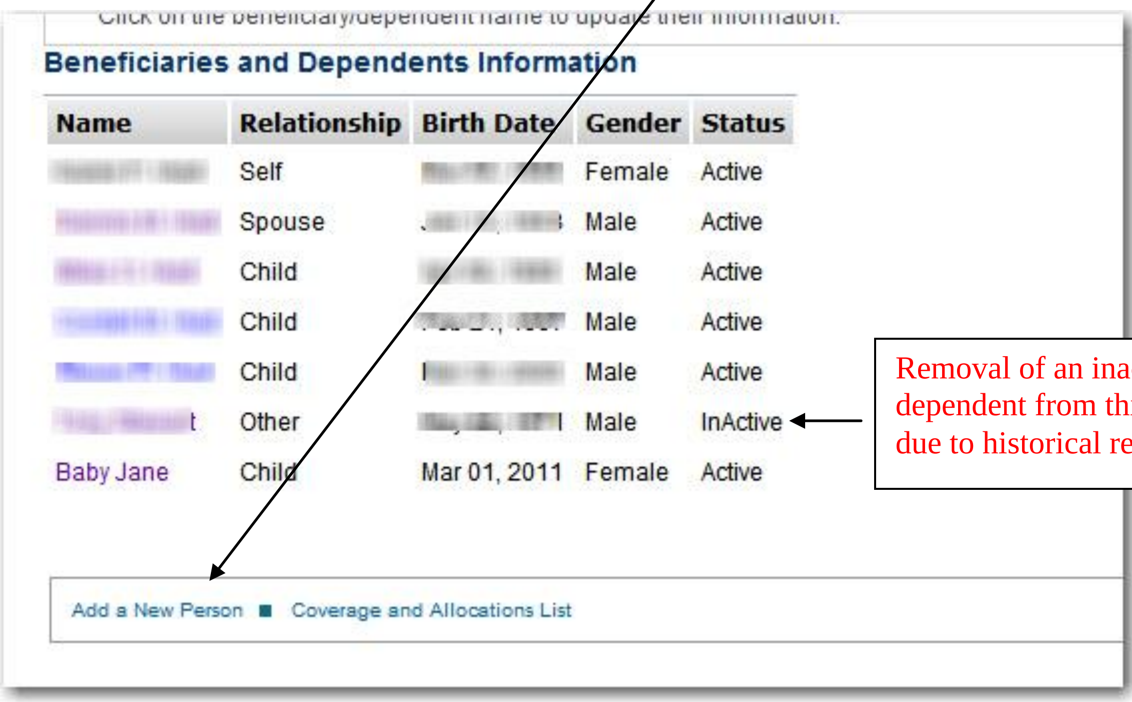
# Instructions to Add or Remove or Make Changes to your Dependent or Beneficiary

**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.**


Click on the beneficiary/dependent name to update their information.

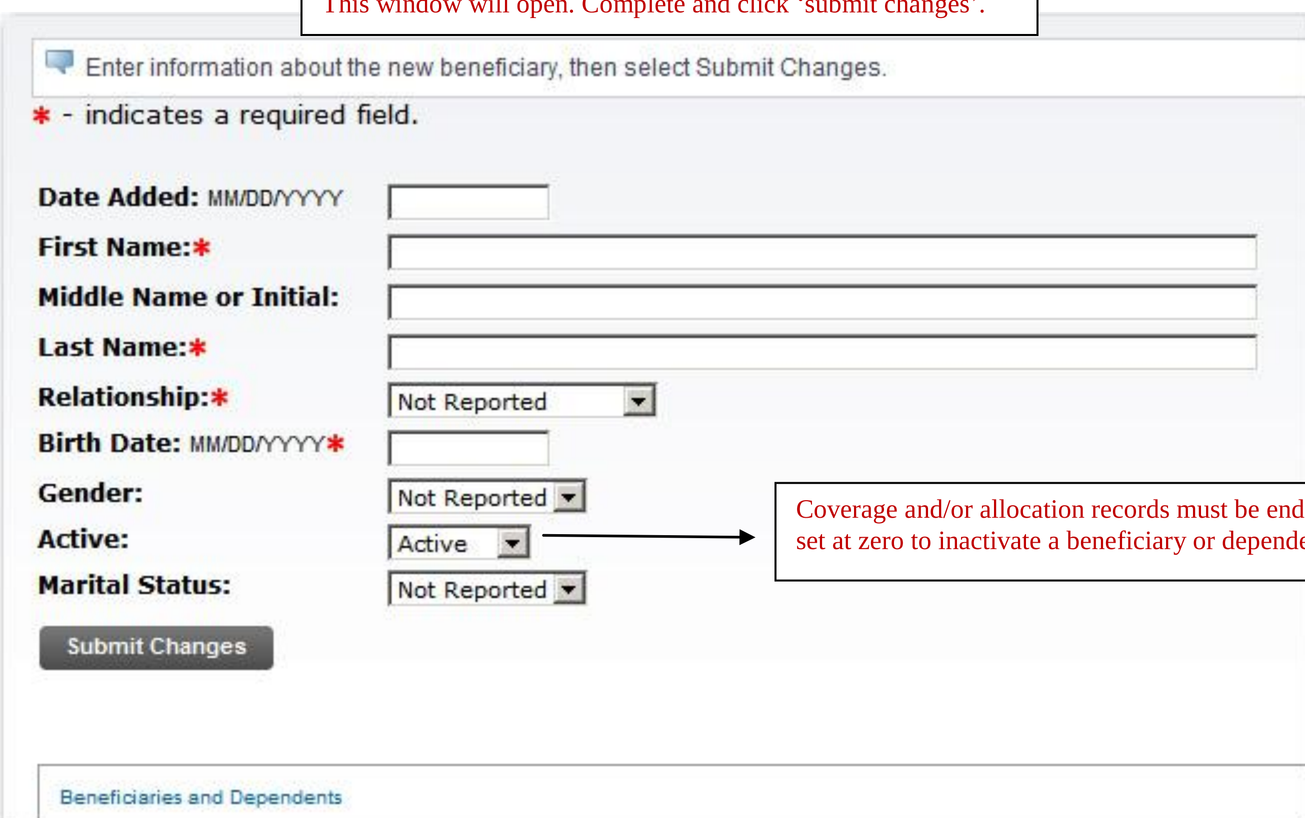
Beneficiaries and Dependents Information

| Name | Relationship | Birth Date | Gender | Status |
|---|---|---|---|---|
| [illegible] | Self | [illegible] | Female | Active |
| [illegible] | Spouse | [illegible] | Male | Active |
| [illegible] | Child | [illegible] | Male | Active |
| [illegible] | Child | [illegible] | Male | Active |
| [illegible] | Child | [illegible] | Male | Active |
| [illegible] | Other | [illegible] | Male | InActive |
| Baby Jane | Child | Mar 01, 2011 | Female | Active |

Add a New Person ■ Coverage and Allocations List

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

This window will open. Complete and click 'submit changes'.


Enter information about the new beneficiary, then select Submit Changes.

* - indicates a required field.

Date Added: MM/DD/YYYY

First Name:*

Middle Name or Initial:

Last Name:*

Relationship:* Not Reported

Birth Date: MM/DD/YYYY*

Gender: Not Reported

Active: Active

Marital Status: Not Reported

Submit Changes

Beneficiaries and Dependents

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

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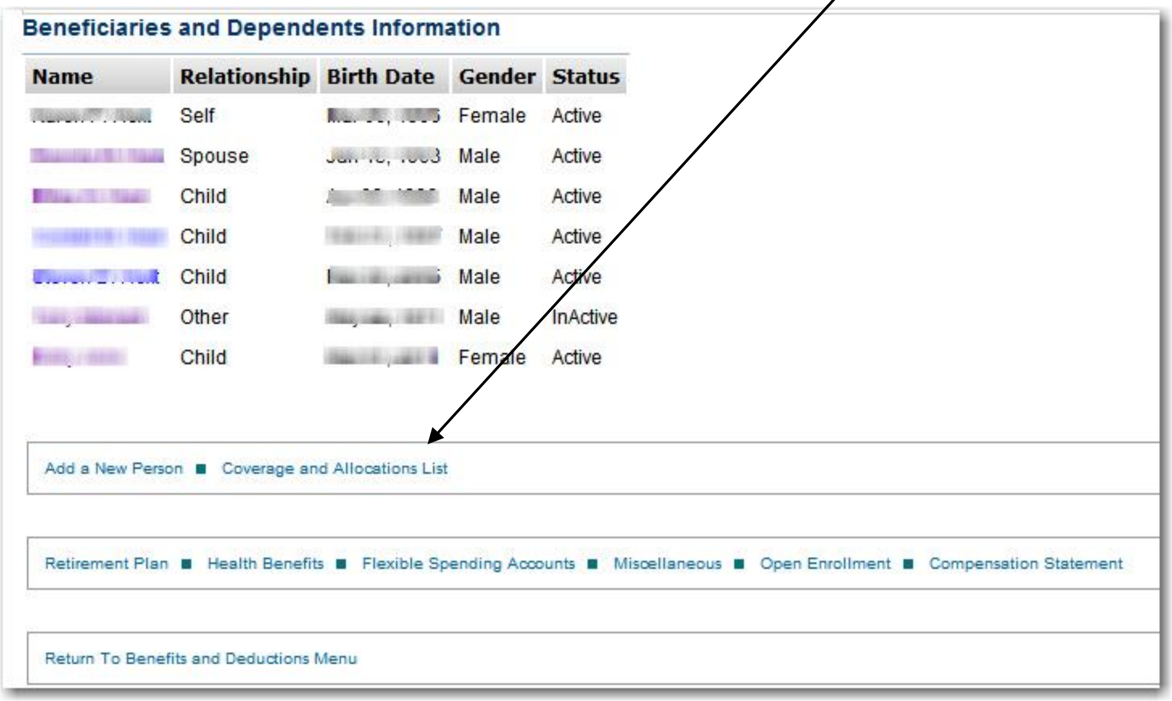
***You've now added a new dependent or beneficiary, but you still need update coverage or allocations. The following steps must be completed in order for your changes to become active.***

**Click Update Coverage and Allocations**



**Beneficiaries and Dependents Information**

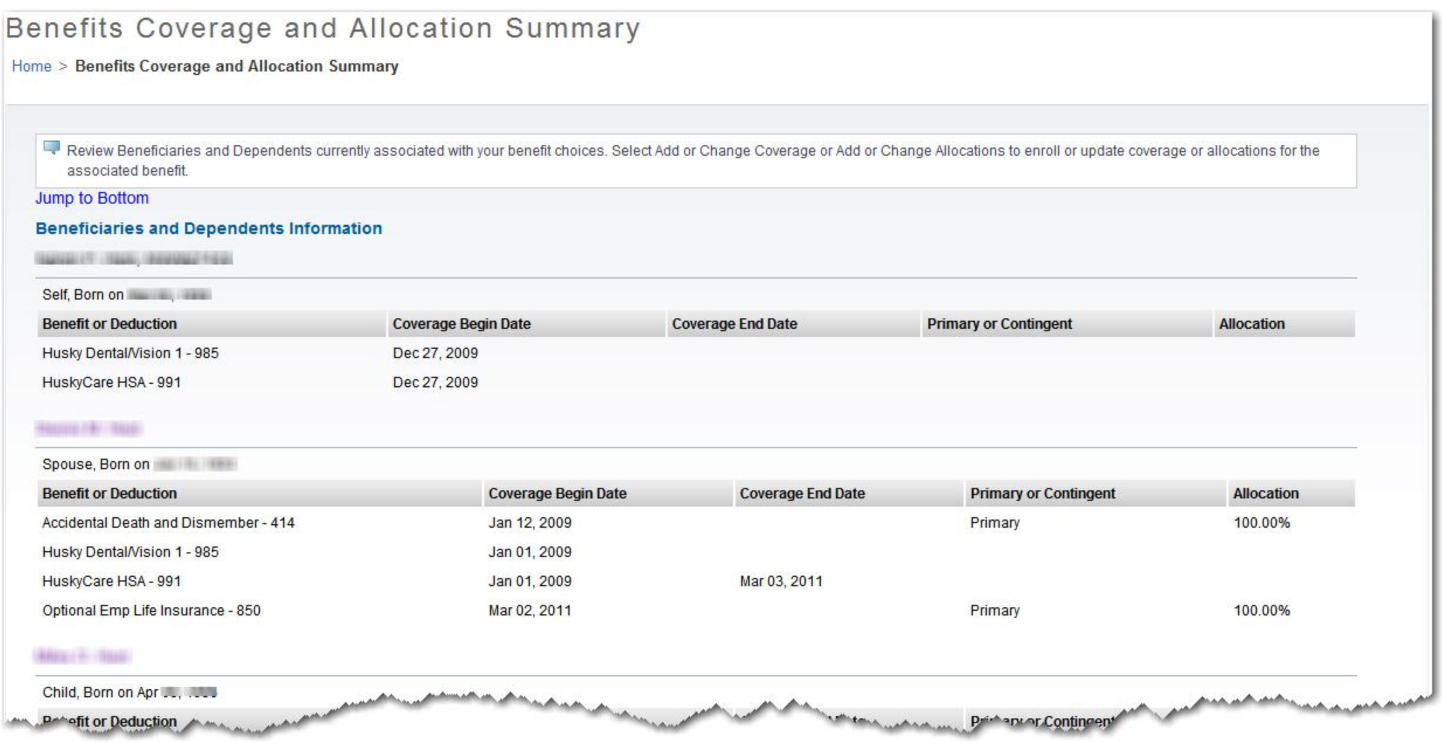
| Name | Relationship | Birth Date | Gender | Status |
|---|---|---|---|---|
| [illegible] | Self | [illegible] | Female | Active |
| [illegible] | Spouse | [illegible] | Male | Active |
| [illegible] | Child | [illegible] | Male | Active |
| [illegible] | Child | [illegible] | Male | Active |
| [illegible] | Child | [illegible] | Male | Active |
| [illegible] | Other | [illegible] | Male | InActive |
| [illegible] | Child | [illegible] | Female | Active |

Add a New Person ■ Coverage and Allocations List

Retirement Plan ■ Health Benefits ■ Flexible Spending Accounts ■ Miscellaneous ■ Open Enrollment ■ Compensation Statement

Return To Benefits and Deductions Menu

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).



Benefits Coverage and Allocation Summary

Home > **Benefits Coverage and Allocation Summary**

Review Beneficiaries and Dependents currently associated with your benefit choices. Select Add or Change Coverage or Add or Change Allocations to enroll or update coverage or allocations for the associated benefit.

Jump to Bottom

**Beneficiaries and Dependents Information**

Self, Born on [illegible]

| Benefit or Deduction | Coverage Begin Date | Coverage End Date | Primary or Contingent | Allocation |
|---|---|---|---|---|
| Husky Dental/Vision 1 - 985 | Dec 27, 2009 | | | |
| HuskyCare HSA - 991 | Dec 27, 2009 | | | |

Spouse, Born on [illegible]

| Benefit or Deduction | Coverage Begin Date | Coverage End Date | Primary or Contingent | Allocation |
|---|---|---|---|---|
| Accidental Death and Dismember - 414 | Jan 12, 2009 | | Primary | 100.00% |
| Husky Dental/Vision 1 - 985 | Jan 01, 2009 | | | |
| HuskyCare HSA - 991 | Jan 01, 2009 | Mar 03, 2011 | | |
| Optional Emp Life Insurance - 850 | Mar 02, 2011 | | Primary | 100.00% |

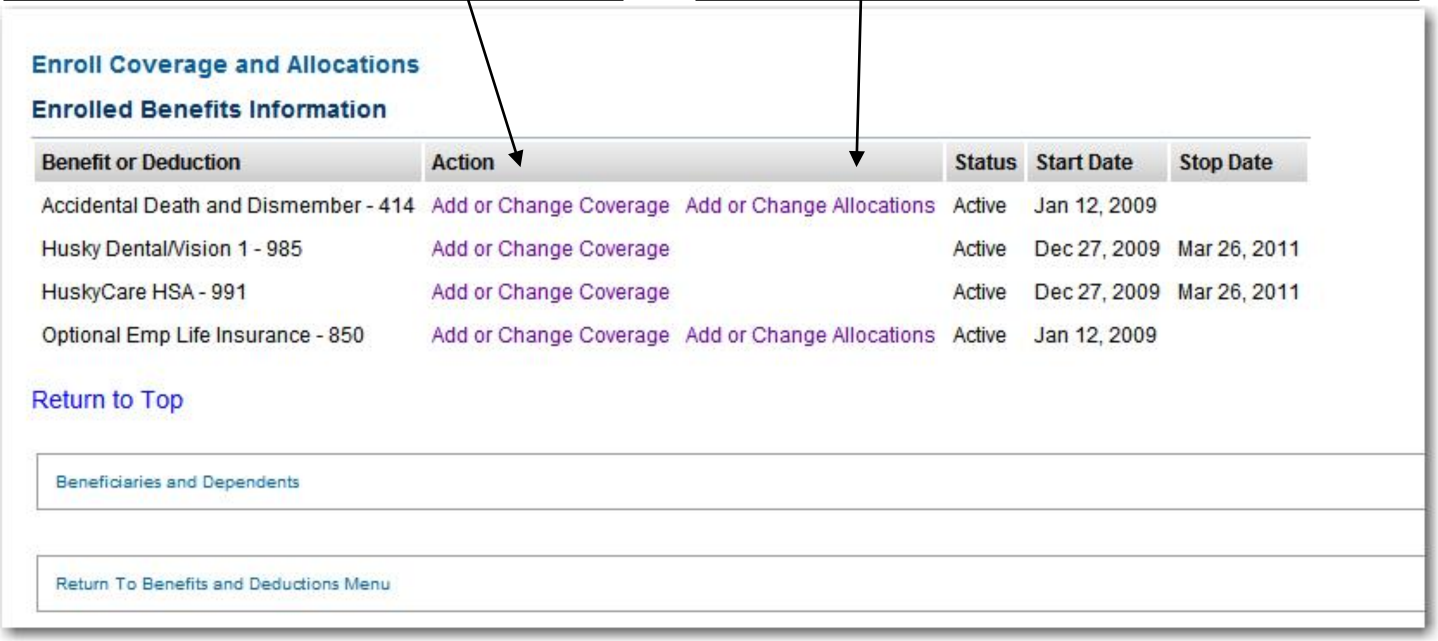
Child, Born on Apr [illegible]

## Add or Change Coverage

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

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

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



### Enroll Coverage and Allocations

### Enrolled Benefits Information

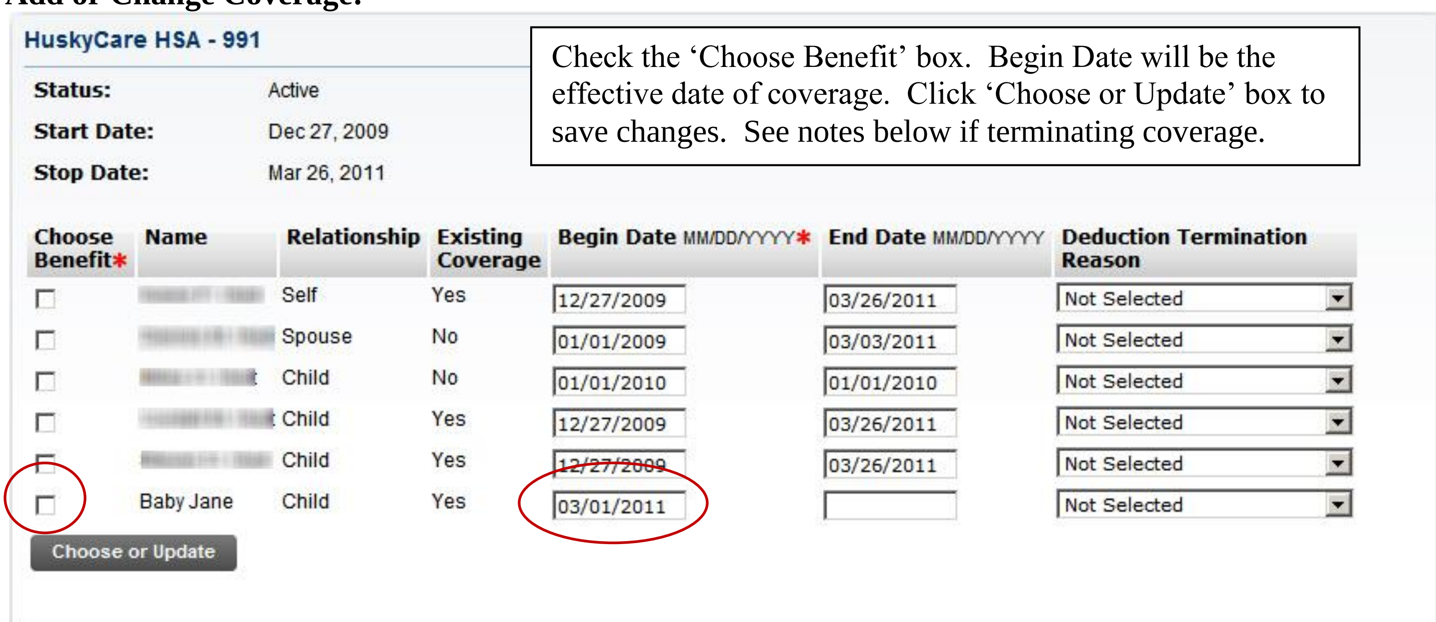
| Benefit or Deduction | Action | | Status | Start Date | Stop Date |
|---|---|---|---|---|---|
| Accidental Death and Dismember - 414 | Add or Change Coverage | Add or Change Allocations | Active | Jan 12, 2009 | |
| Husky Dental/Vision 1 - 985 | Add or Change Coverage | | Active | Dec 27, 2009 | Mar 26, 2011 |
| HuskyCare HSA - 991 | Add or Change Coverage | | Active | Dec 27, 2009 | Mar 26, 2011 |
| Optional Emp Life Insurance - 850 | Add or Change Coverage | Add or Change Allocations | Active | Jan 12, 2009 | |

Return to Top

Beneficiaries and Dependents

Return To Benefits and Deductions Menu

**Add or Change Coverage:**



### HuskyCare HSA - 991

**Status:** Active

**Start Date:** Dec 27, 2009

**Stop Date:** Mar 26, 2011

Check the 'Choose Benefit' box. Begin Date will be the effective date of coverage. Click 'Choose or Update' box to save changes. See notes below if terminating coverage.

| Choose Benefit* | Name | Relationship | Existing Coverage | Begin Date MM/DD/YYYY* | End Date MM/DD/YYYY | Deduction Termination Reason |
|---|---|---|---|---|---|---|
| ☐ | [illegible] | Self | Yes | 12/27/2009 | 03/26/2011 | Not Selected |
| ☐ | [illegible] | Spouse | No | 01/01/2009 | 03/03/2011 | Not Selected |
| ☐ | [illegible] | Child | No | 01/01/2010 | 01/01/2010 | Not Selected |
| ☐ | [illegible] | Child | Yes | 12/27/2009 | 03/26/2011 | Not Selected |
| ☐ | [illegible] | Child | Yes | 12/27/2009 | 03/26/2011 | Not Selected |
| ☐ | Baby Jane | Child | Yes | 03/01/2011 | | Not Selected |

Choose or Update

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

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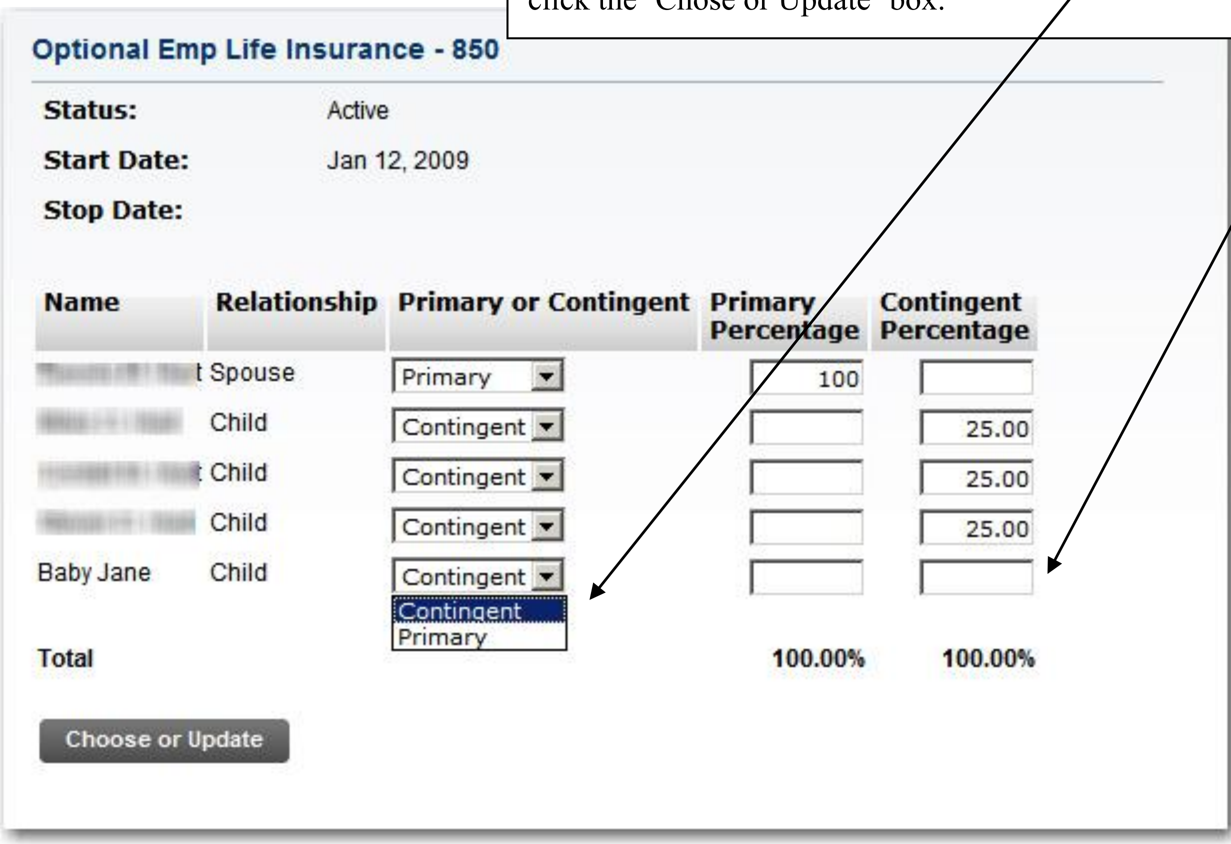
**Update Allocations:**

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.**