

7. Scroll down to **Your Life coverage**. Select **Edit** to update beneficiaries.

Your Life coverage

\$50,000 Basic Life/ADD

Offered By: The Standard

Coverage Amount: \$50,000.00

Effective Date: 01/01/2023

Persons Covered: Test Test3

Beneficiaries: Edit

View coverage

8. You will be directed to edit/add beneficiary information. If adding a beneficiary, click **Add Beneficiary** or edit current beneficiaries as needed. If you select **Add Beneficiary**, you will be prompted to add their details on the next 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).

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"/>	t				Primary	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

9. Select the **Beneficiary Type**. Choose from Person, Organization, or Trust then select **Next**.

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

Organization

Trust

Next

Previous

Cancel

10. Select from the pre-populated list of dependents. If you are choosing a beneficiary that is not already listed as a dependent, select **Enter New beneficiary** and add the new beneficiary's details.

Life: Beneficiary information

Please choose an existing dependent if applicable, otherwise click next to enter a new beneficiary.

Enter New beneficiary

Dependents Eligible To Be Used As Beneficiaries

Use	Name	Relationship	Date of Birth
<input type="radio"/>	t t	Spouse	01/01/1981
<input type="radio"/>	s s	Child	01/01/2005

Next Previous Cancel

11. Once you have named your beneficiary, click the box under **Use** to choose the named beneficiary. Select **Primary Beneficiary** or **Secondary (Contingent) Beneficiary** from the drop down box under **Beneficiary Type**. Then set the **Allocation Percentage**. Once you have set the allocation percentage, select **Add Beneficiary** to name additional beneficiaries, or click **Next** to move complete.

NOTE: The allocation percentage must equal 100% across all primary beneficiaries; the allocation percentage must also equal 100% for secondary beneficiaries.

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"/>	t				Primary	100	Edit
<input checked="" type="checkbox"/>	Test Ben	Child	03/02/2022	123-44-5678	Secondary	100	Edit

Add Beneficiary

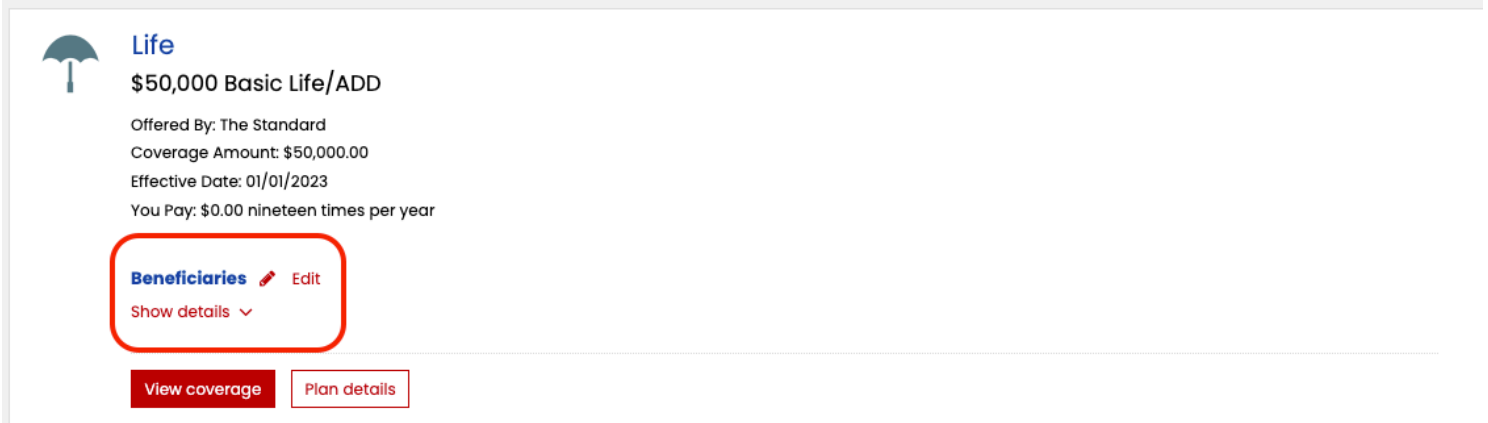
Please Note:
Secondary beneficiaries will receive proceeds in the event that all primary beneficiaries are no longer living.


Next Previous Cancel

12. Once you've added your beneficiary information, you will be taken to the summary page. On this page, under Life insurance sections, click **Show Details** to see the beneficiaries you have named and, if you choose, select **Edit** next to **Beneficiaries** to make any changes.



Life and Voluntary Life - Others Summary

Your Life and Voluntary Life - Others benefit summary is shown below. Please note that your benefits have not been saved. You must click Save to complete the section.



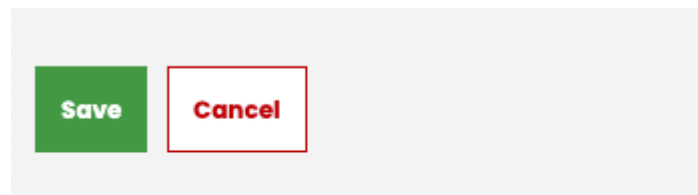
 **Life**
\$50,000 Basic Life/ADD

Offered By: The Standard
Coverage Amount: \$50,000.00
Effective Date: 01/01/2023
You Pay: \$0.00 nineteen times per year

Beneficiaries  Edit
Show details 

View coverage **Plan details**

13. 10. Once you verify the information is entered correctly, scroll to the bottom of the page and click **Save**.



14. After saving, you will be directed back to the main welcome page.