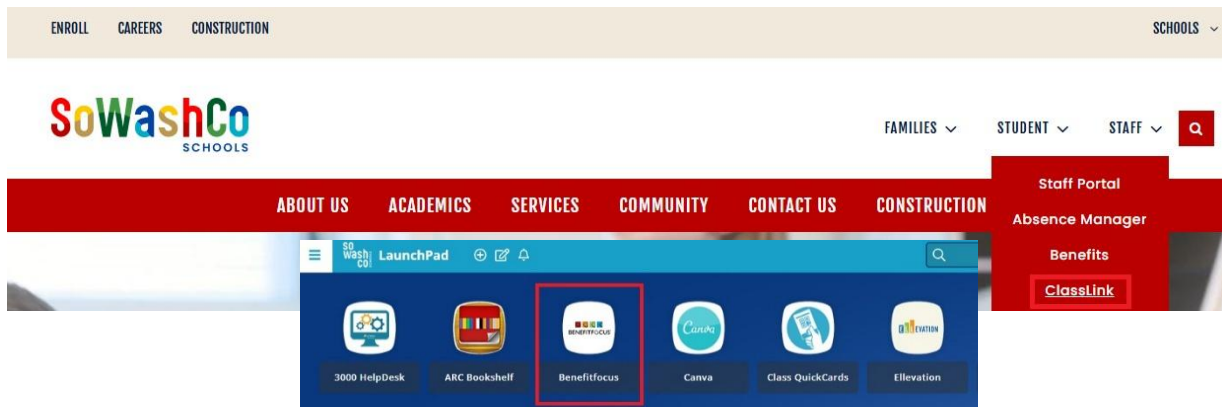


This guide outlines how to update life insurance beneficiaries within Benefitfocus, the benefit administration platform for SoWashCo Schools.

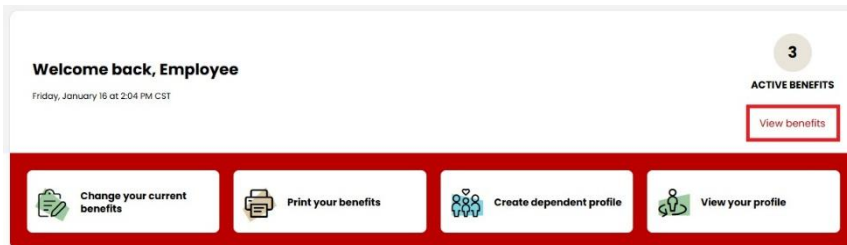
How to Update Life Insurance Beneficiaries

1. Visit <https://www.sowashco.org/>
2. Select **Staff** dropdown menu
3. Click **ClassLink**
4. Login using ClassLink details
5. Click the Benefitfocus Icon

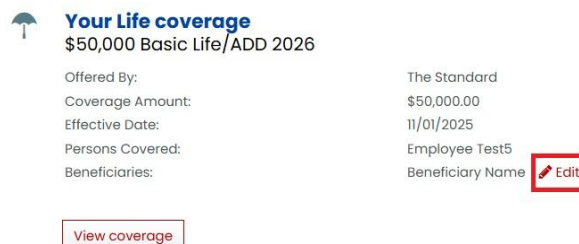


NOTE: For assistance with ClassLink login, please contact IT at 651-425-3000.

6. Once logged in, you will see a personalized welcome page. From this page, you can access benefit plan information, reports and enrollment details at any time throughout the year. To begin the process of updating your beneficiaries, select **View benefits** on the Welcome back banner.



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



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
☒	Beneficiary Name				Primary	100	Edit

[Add Beneficiary](#)

9. Select the **Beneficiary Type**. Choose from Person, Organization, or Trust then click **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. After naming your beneficiary, check the box in the **Use** column to select them. Choose either **Primary** or **Secondary (Contingent)** from the **Beneficiary Type** dropdown menu. Then enter the **Allocation Percentage**. Click **Add Beneficiary** to include another or click **Next** to proceed.

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 %*	Action
☒	Beneficiary One Last Name	Spouse		***-**-0001	Primary	100	Edit
☒	Beneficiary Two Last Name	Child		***-**-0002	Secondary	50	Edit
☒	Beneficiary Three Last Name	Child		***-**-0003	Secondary	50	Edit

[Add Beneficiary](#)

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

[Next](#)
[Previous](#)
[Cancel](#)

- After adding your beneficiary information, you will arrive at the summary page. Locate the Life Insurance section and click **Show Details** to review your beneficiaries. If you need to make additional changes, click **Edit** next to the beneficiaries.

Life and Voluntary Life - Teachers 2026 Summary

Your Life and Voluntary Life - Teachers 2026 benefit summary is shown below. To make changes, click Edit. been saved. You must click Save to complete the section.



Life
\$50,000 Basic Life/ADD 2026

Offered By: The Standard
Coverage Amount: \$50,000.00
Effective Date: 11/01/2025
You Pay: \$0.00 Semi-Monthly

Beneficiaries  Edit

Show details 

View coverage

Plan details

- Once you have verified the information, scroll to the bottom of the page and click **Save**.

Save

Cancel

- On the next screen, click **Save changes**.

Save changes

Cancel

- After saving, you will then see a screen that confirms you have successfully updated your beneficiaries. Click **Continue to next page** to return to the welcome page.

Congratulations Employee, you have successfully updated your benefits!

Below is a summary of your updated benefits and next steps



Life
\$50,000 Basic Life/ADD 2026

Helpful things to do right now



Review and print a copy of your
Benefit Detail Report

Continue to next page

[View and edit all benefits](#)