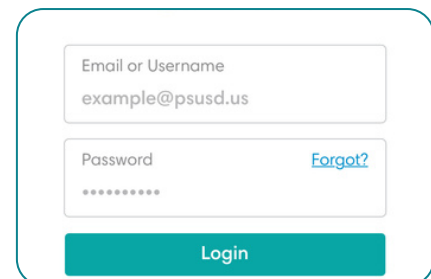


UPDATING BENEFICIARIES WITH *ease*

Beneficiaries are individuals or entities that you select to receive benefits from your Life Insurance policy. If you do not have a beneficiary, benefits are paid to your estate. Here's what you need to know about beneficiaries:

- You can change your beneficiary designation at any time
- You may designate one or multiple beneficiaries
- To change your Life Insurance beneficiary, follow the steps below

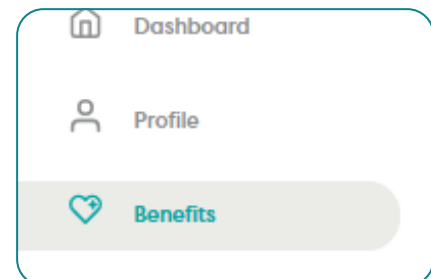
1 LOGIN TO THE EASE PORTAL WITH YOUR DISTRICT EMAIL:
[HTTPS://PSUSD1.EASE.COM](https://psusd1.ease.com)



Form fields for login:

- Email or Username: example@psusd.us
- Password: [Redacted]
- Forgot? (link)
- Login (button)

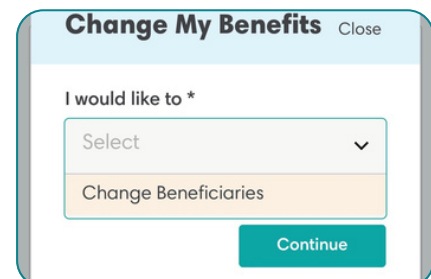
2 IN THE MENU ☰ CLICK ON THE BENEFITS TAB, AND THEN CHANGE MY BENEFITS



Menu items:

- Dashboard
- Profile
- Benefits** (highlighted)

3 IN THE DROP-DOWN MENU, SELECT CHANGE BENEFICIARIES



Change My Benefits Close

I would like to *

Select [v]

Change Beneficiaries

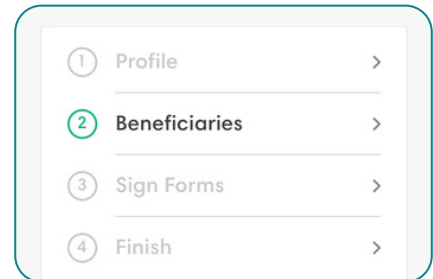
Continue (button)



UPDATING BENEFICIARIES WITH *ease*

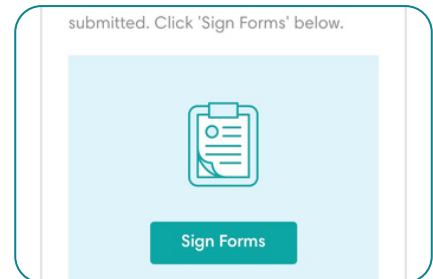
4

ADD, REMOVE, OR UPDATE
THE SHARE PERCENTAGE FOR
A BENEFICIARY IN STEP #2

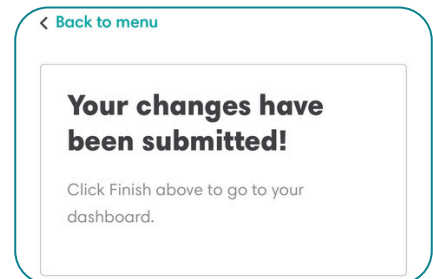


5

COMPLETE YOUR CHANGES BY
SIGNING FORMS IN STEP #3




You're all set! A confirmation
will appear if your changes
were submitted.



CONTACT US

Risk Management/Benefits

 (760) 883-2715

 riskmanagement@psusd.us