

My Beneficiaries

Members have access to review and update beneficiaries during enrollment as well as year-round. At least one primary beneficiary must be designated for each benefit on the page.

- Use the Add Person or Add Trust buttons to add new beneficiary
- Edit existing beneficiary by selecting their name
- Choose beneficiary level (primary, contingent, etc.) in the Group column drop-down
- Enter percentage amount in Percentage column

i While Social Security Numbers are not required to designate beneficiaries, entering as much identifying information as possible is recommended.

i The sum of beneficiary percentages must always equal 100%. If you add or remove a designation, you may need to adjust designated percentage(s) to equal 100.

Basic Life: \$20,000.00

Person

Trust

Name	Group	Percentage
Mary Smith Spouse	Primary	100
Michael Smith Brother	Contingent Group 1	100
Anna Smith Sister	No Designation	

Group	Percentage
Primary	100%
Contingent Group 1	100%

The form changes to red when editing. Once complete, buttons to Save or Discard changes are at the top.

✖ Discard changes for Basic Life: \$20,000.00

✔ Save changes for Basic Life: \$20,000.00

OPEN ENROLLMENT

Basic Life: \$20,000.00

Name	Group	Percentage
Mary Smith Spouse	Primary	100
Michael Smith Brother	Contingent Group 1	100
Anna Smith Sister	No Designation	

Group	Percentage
Primary	100%
Contingent Group 1	100%

Remove a Beneficiary

Select No Designation from the drop-down to indicate a person is no longer the beneficiary for a benefit.

Basic Life: \$20,000.00

Name	Group	Percentage
Jane Smith Wife	Primary	100
Jessica Smith Sister	Contingent Group 1	50
Joe Smith Brother	No Designation	

There are pending changes to the Percentage of

There are pending changes to the Percentage of

-Select One-

Primary

Contingent Group 1

Contingent Group 2

To delete a beneficiary from all plans, select the beneficiary's name to edit. A button to Remove This Beneficiary From All Plans is at the bottom.

Basic Life: \$20,000.00

Name	Group	Percentage
Mary Smith Spouse	Primary	100
Michael Smith Brother	Contingent Group 1	100
Anna Smith Sister	No Designation	

Name*

Anna Smith

Relationship*

Sister

Street Address 1

Street Address 2

City

State/Province

Postal Code

Country


-Select One-

Home Phone

SSN

Is this beneficiary a Minor?

Remove This Beneficiary From All Plans

-  All beneficiary designations are effective upon enrollment submission. New designations submitted will override prior designations. Members can return to Bentek to edit beneficiaries year-round.