

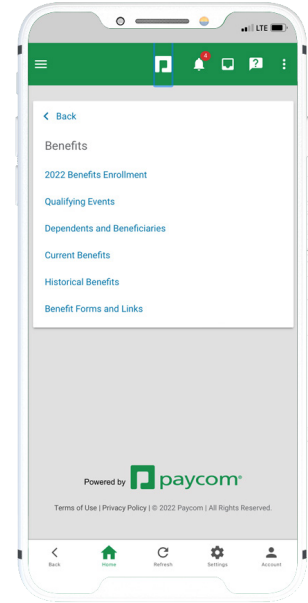
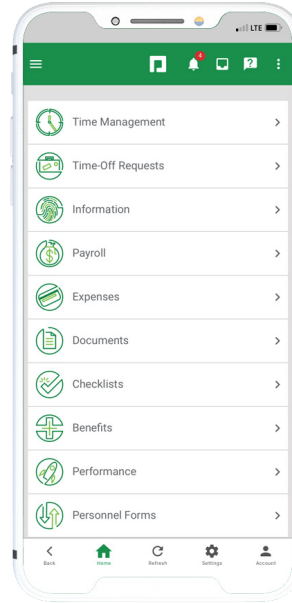
Show Me How

to Add or Edit a Dependent or Beneficiary

BENEFITS ADMINISTRATION

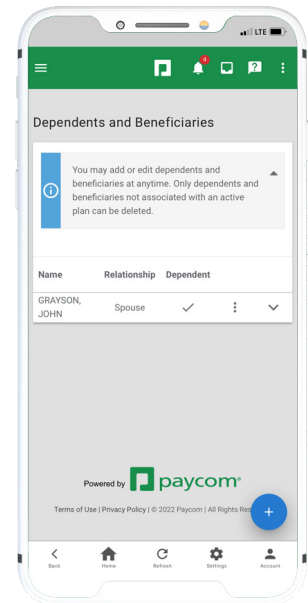
STEP 1

Navigate to Benefits > Dependents and Beneficiaries.



STEP 2

Tap the three dots to edit or delete an existing dependent or beneficiary. *You cannot delete beneficiaries tied to a current plan from this screen.* Tap the "+" sign to add a dependent or beneficiary.



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

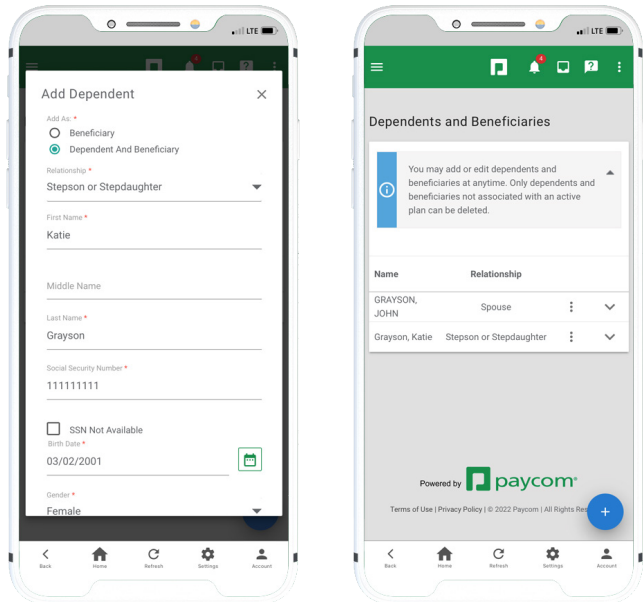
Show Me How

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BENEFITS ADMINISTRATION

STEP 3

Complete the required fields and tap "Save Recipient" at the bottom of the screen. You can navigate back to this screen to edit a dependent or beneficiary at any time.



EMPLOYEES

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