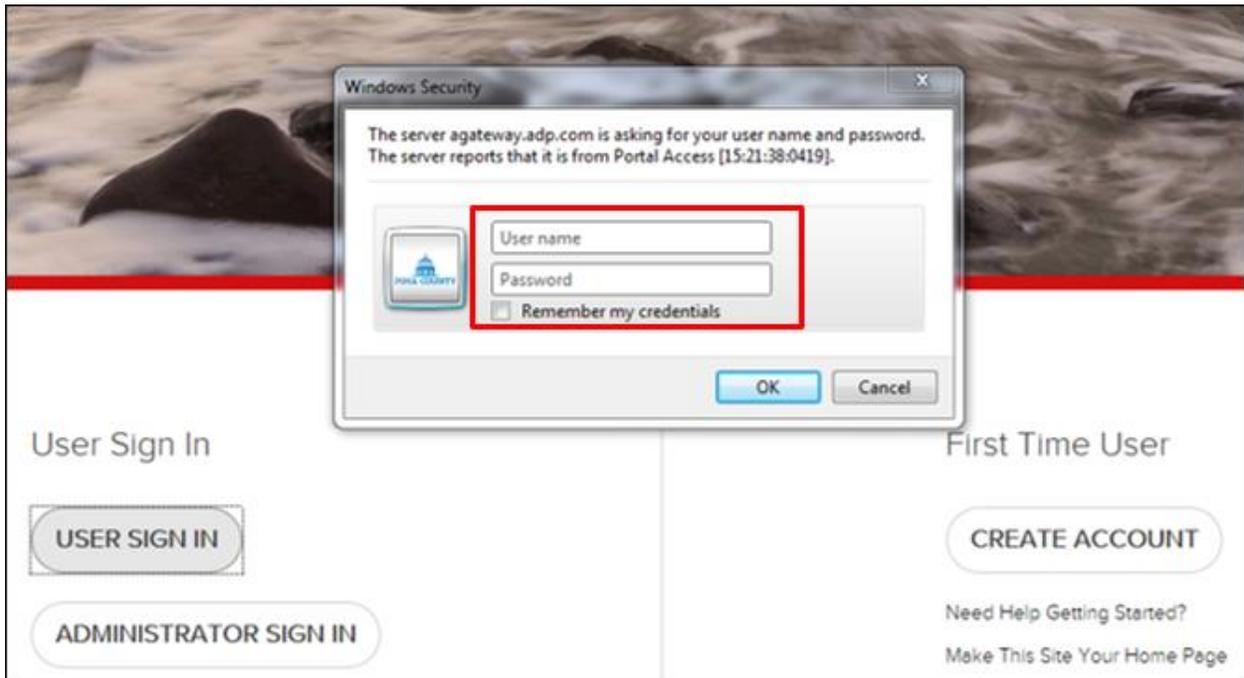
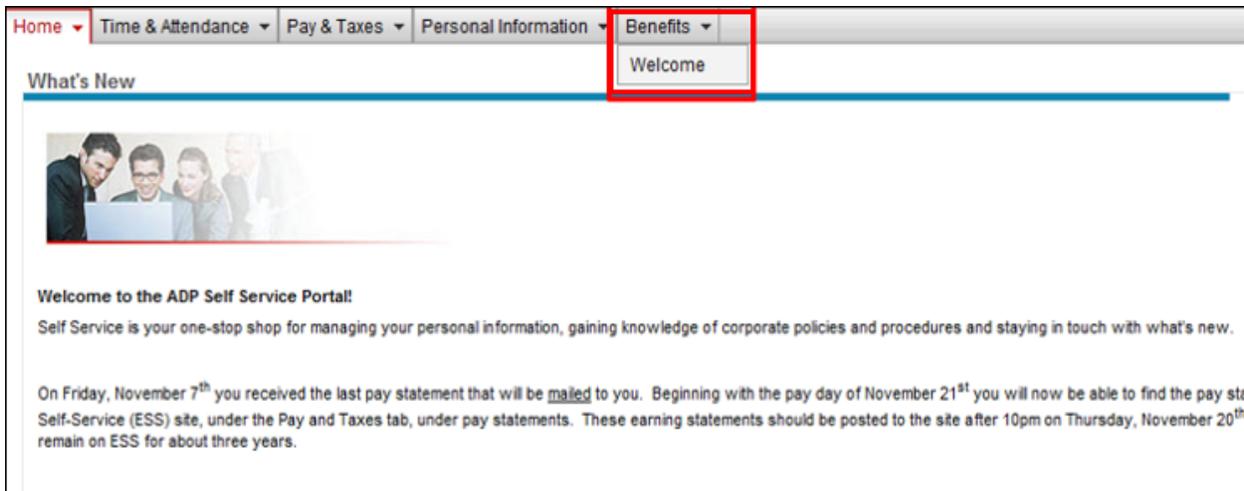


Benefits Verification in the Employee Self-Service Portal (ESS)

1. Login to the [Employee Self-Service \(ESS\) portal](#).

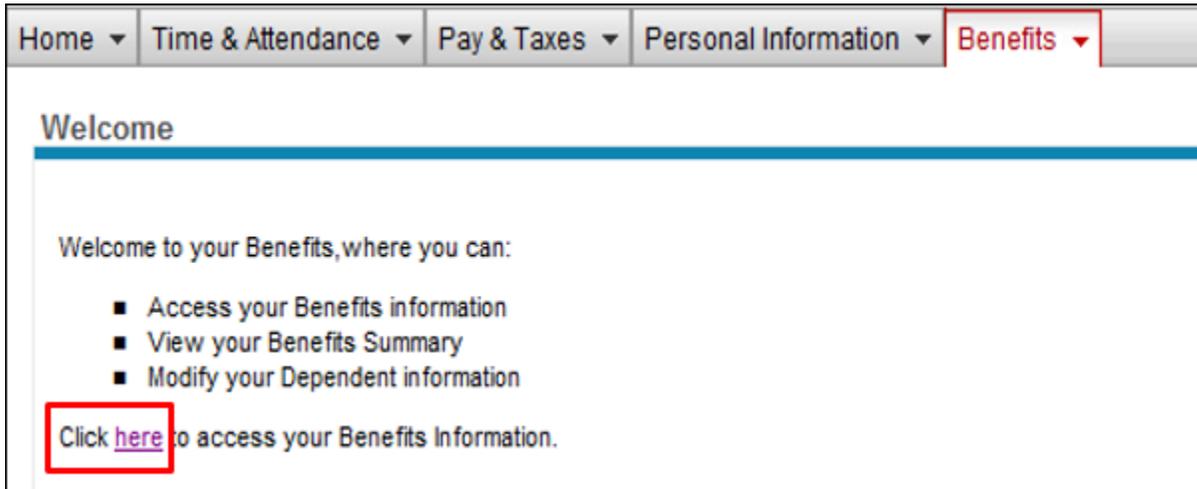


2. After you login, hover your mouse over the **Benefits** tab and select **“Welcome”**.

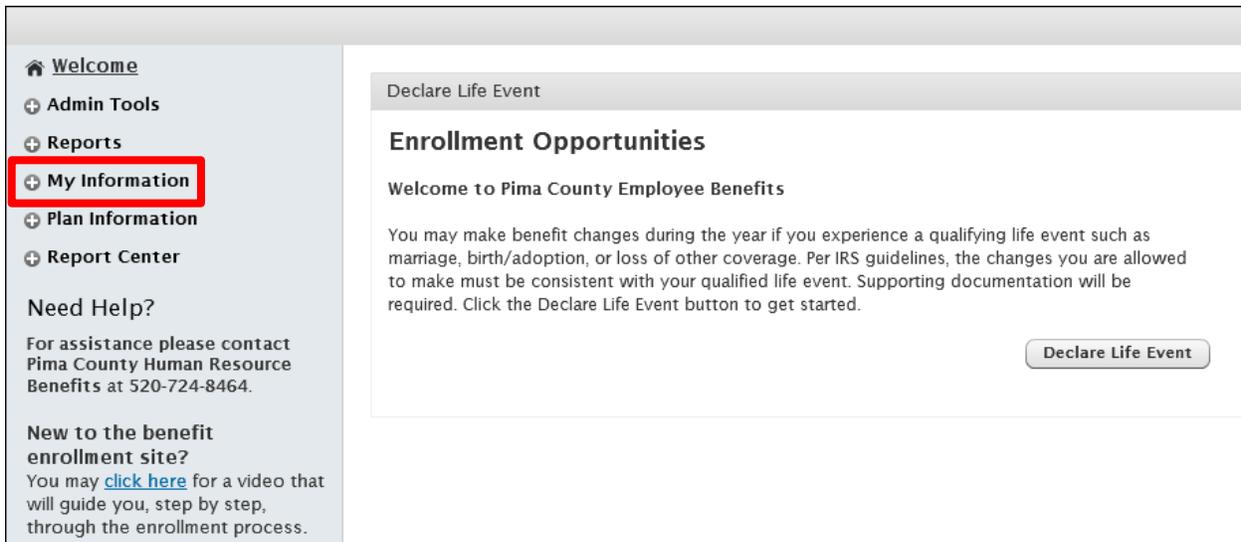


Benefits Verification in the Employee Self-Service Portal (ESS)

3. Click on link “**here**” to be directed to the Benefits web page.



4. Click the plus  sign under “**My Information**” to expand and select “**Beneficiary Management**”.



Benefits Verification in the Employee Self-Service Portal (ESS)

5. Select from the menu options listed under “**Select Beneficiary**” and “**Select Benefit**”.

Beneficiary Management

 Allocations for each beneficiaries must be whole numbers (no decimals) and total 100%. Please take a moment to review and update your beneficiary information for Basic Life & AD&D, Supplemental Life and Voluntary AD&D insurance. After adding your beneficiary, designate them as primary or secondary and allocate a percentage for each.

Beneficiary Allocations as of: 03/10/2017

Beneficiary **Select Beneficiary** Benefit **Select Benefit** To add a beneficiary Beneficiary/Allocation

6. From the **Select Beneficiary** drop down menu select **New Person**, then the type of Benefit, if applies. (All Life/ADD, Basic Employee Life & ADD Insurance (employer paid), Voluntary AD&D Insurance, Supplemental Life Insurance)

Beneficiary **New Person** Benefit **All Life/ADD Benefits**

7. Add beneficiary information and update with as much information as possible.

Beneficiary Management

Add Beneficiary Information

Please enter your beneficiary information below. It is important that you indicate your beneficiary's full name, relationship to you, social security number, and date of birth.

When you have finished entering this beneficiary's information, click on the 'Submit' button to save your updates.

Please note you are required to enter an address for each beneficiary.

Beneficiary Information	Beneficiary Address
First Name *	Country United States
Middle Initial	Address Line 1
Last Name *	Address Line 2
Relationship to In... * Select Relationship	City
Social Security Nu... (XXXXXXXX) Reveal	State Select a State
Date of Birth ((MM/DD/YYYY)) Reveal	Zip Code
	Email
	Phone Number

8. Click on **Submit**. Repeat the process if adding multiple beneficiaries.

Benefits Verification in the Employee Self-Service Portal (ESS)

9. Update allocations for beneficiaries from **Unassigned** to **Primary** and/or **Secondary**.

Unassigned	0 %
Primary	50 %
Secondary	34 %

John Doe	Primary	100 %
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10. Click on **Update Allocations** on bottom right of screen.

Update Allocations

11. Once all the information has been added click on **Finish** to submit on bottom right of screen.

Finish
✖ Exit without Saving

12. All beneficiaries show as either **Primary** or **Secondary** with an allocation percentage assigned to them.

Beneficiary Allocations as of: 03/10/2017

Beneficiary: Select Beneficiary Benefit: Select Benefit Add Beneficiary/Allocation

To add a beneficiary, select a beneficiary type (Person, Trust, Estate, Charity) and then click the 'Add Beneficiary/Allocation' button.

Actions	Name	Relationship	ID	Date
		Father		
		Brother		
		Mother		
		Brother		
		Sister		

Actions	Benefit	Name	Beneficiary Type	Allocation %
	Basic Employee Life & AD&D Insurance		Primary	50 %
			Primary	50 %
			Secondary	34 %
			Secondary	33 %
	Supplemental Life Insurance		Secondary	33 %
			Primary	50 %

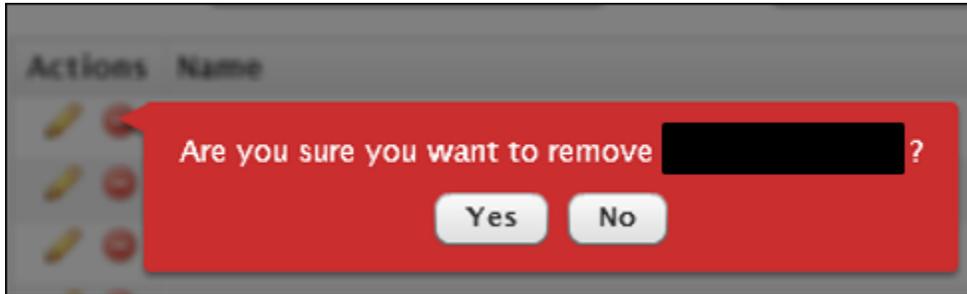
13. To update an existing beneficiary, click on the **pencil icon** under **Actions** to edit information. Follow steps 7-11.

Actions	Name	Relationship
		Father
		Brother

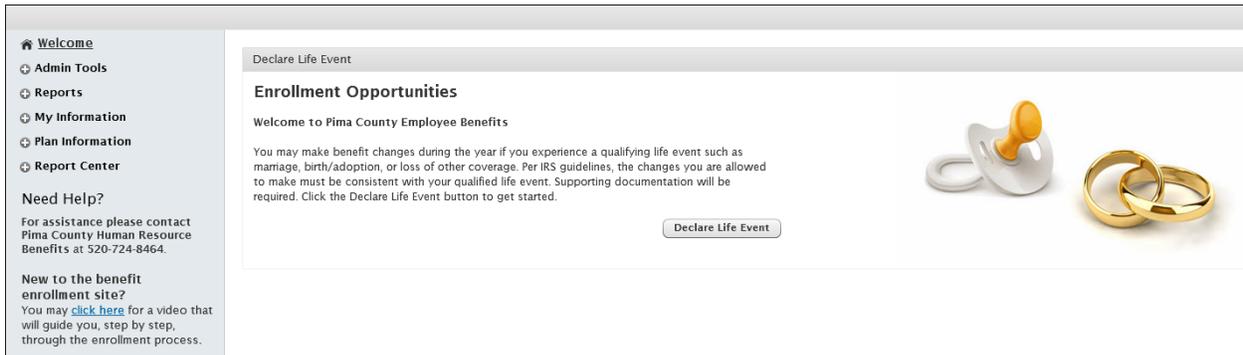
Benefits Verification in the Employee Self-Service Portal (ESS)

14. To delete an existing beneficiary, click on the **red button** to remove. A red box should appear to confirm the action, click **Yes**.

Actions	Name	Relationship
 	[REDACTED]	Father
 	[REDACTED]	Brother



15. Click on **Back to welcome** to go back to welcome page.

A screenshot of the Employee Self-Service Portal (ESS) interface. On the left is a navigation menu with links: Welcome, Admin Tools, Reports, My Information, Plan Information, Report Center, and Need Help?. The main content area is titled "Declare Life Event" and "Enrollment Opportunities". It includes a "Welcome to Pima County Employee Benefits" message and a "Declare Life Event" button. There are also images of a baby pacifier and wedding rings.

End of Process