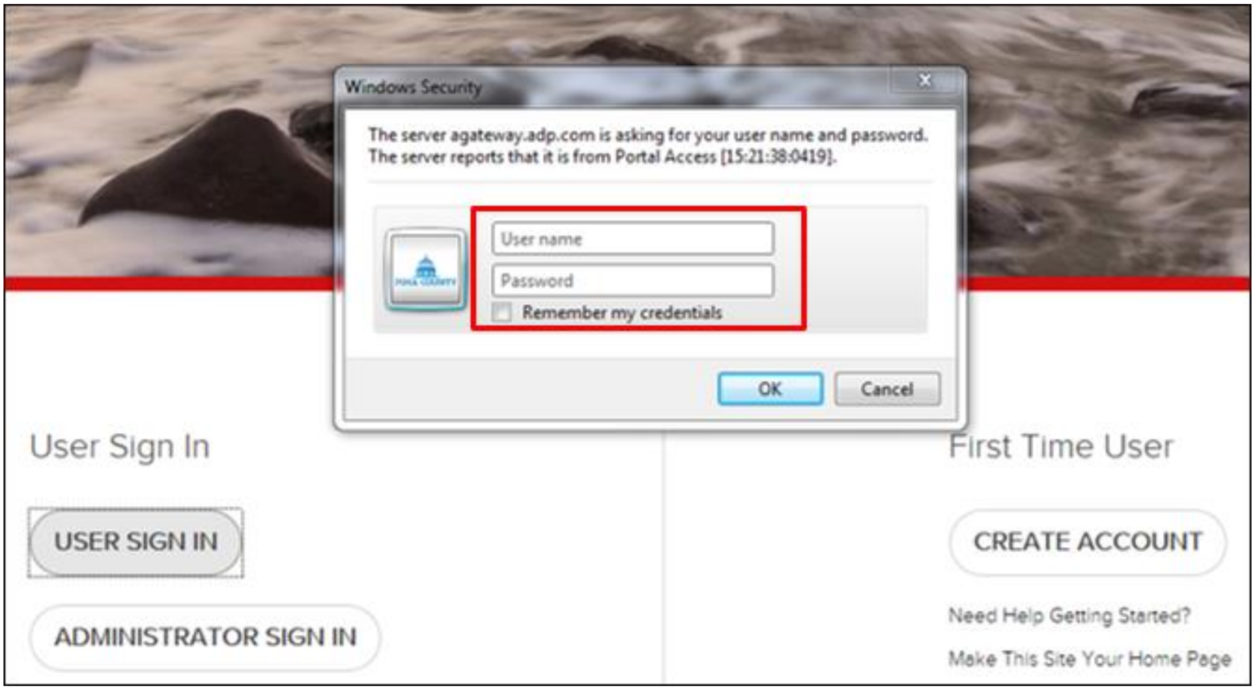
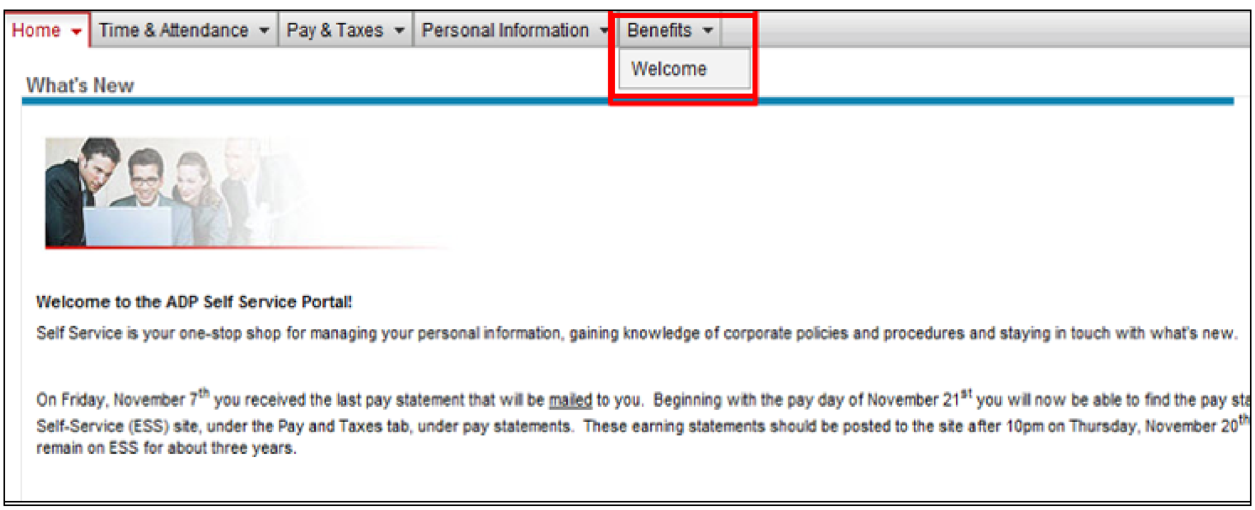
Benefits Verification in the Employee Self-Service Portal (ESS)

1. Login to the Employee Self-Service (ESS) portal.

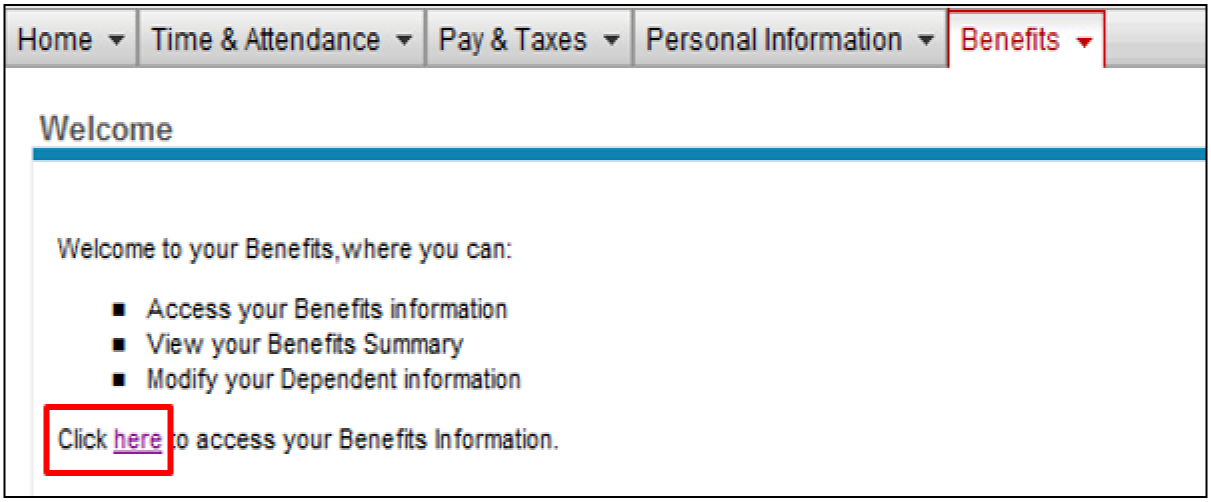


2. After you login, hover your mouse over the **Benefits** tab and select **"Welcome"**.

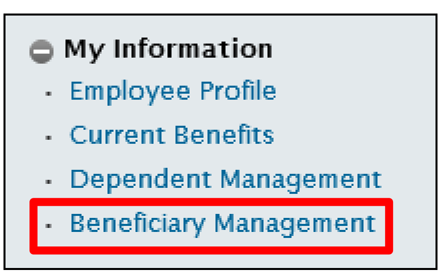


Benefits Verification in the Employee Self-Service Portal (ESS)

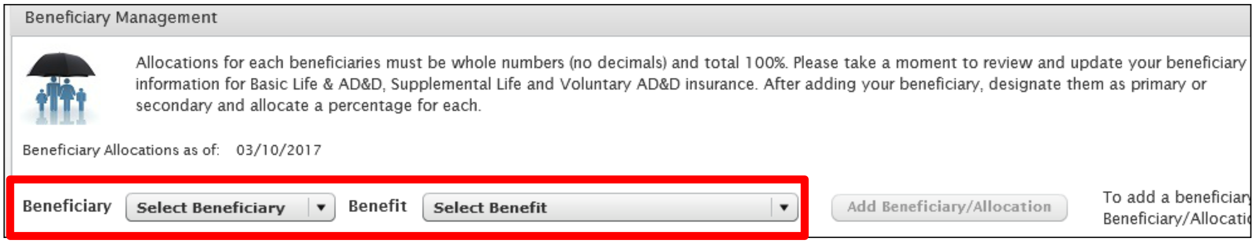
3. Click on link **"here"** to be directed to the Benefits web page.



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

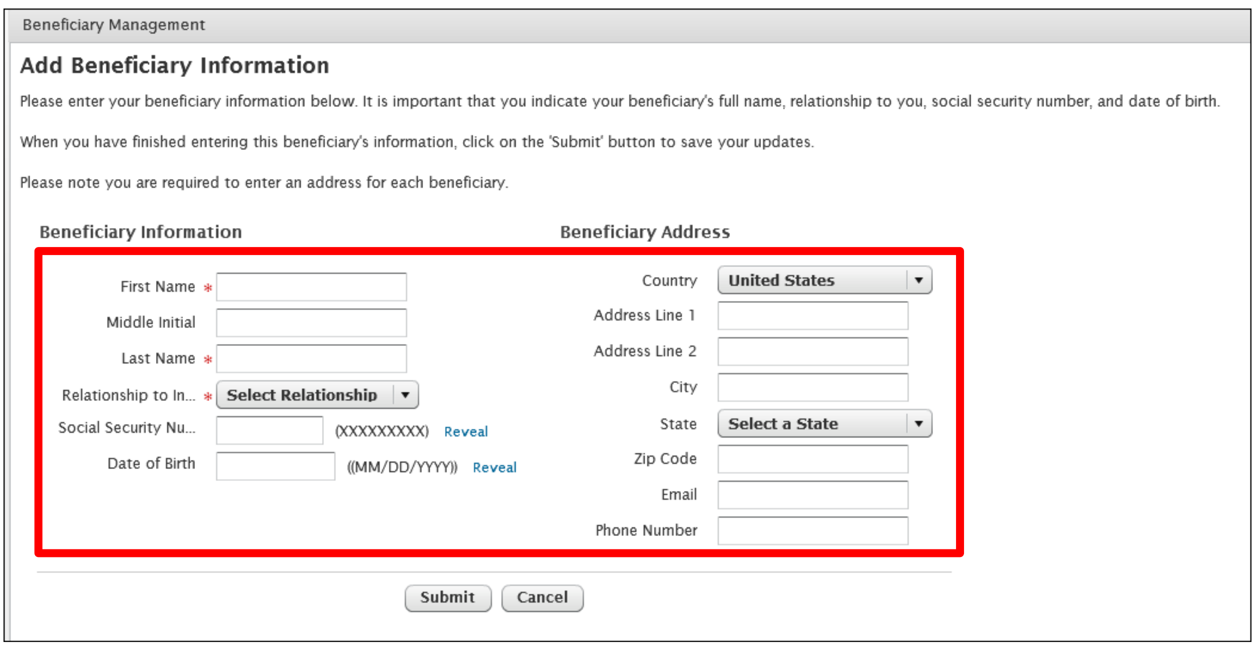


5. Select from the menu options listed under **“Select Beneficiary”** and **“Select Benefit”.**



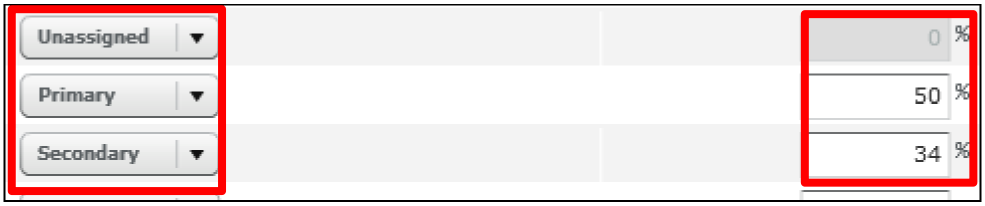
6. From the **Select Beneficiary** drop down menu select **New Person**, then the type of Benefit, if applies. (All Life/ADD, Basic Employee Life & ADD Insurance (employer paid), Voluntary AD&D Insurance, Supplemental Life Insurance)

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



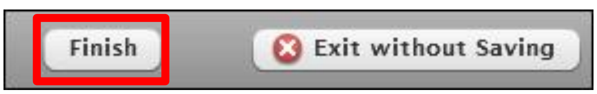
8. Click on **Submit**. Repeat the process if adding multiple beneficiaries.

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

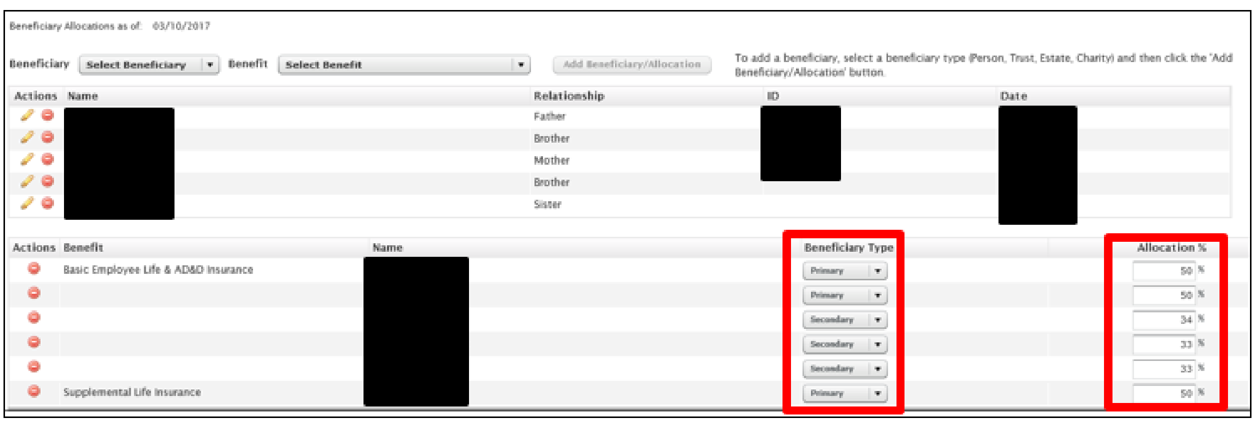


10. Click on **Update Allocations** on bottom right of screen.

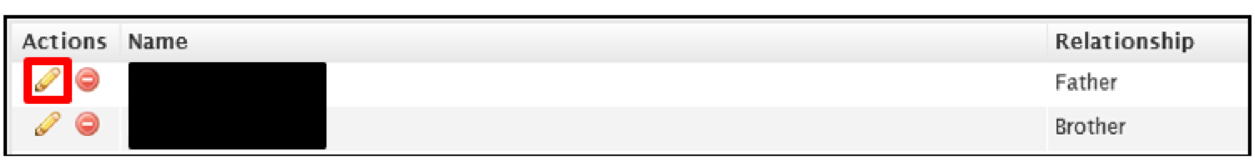
11. Once all the information has been added click on **Finish** to submit on bottom right of screen.



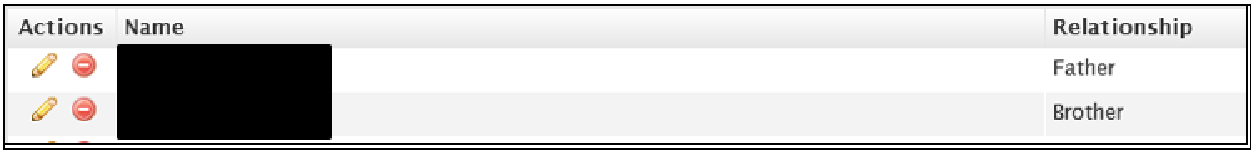
12. All beneficiaries show as either **Primary** or **Secondary** with an allocation percentage assigned to them.

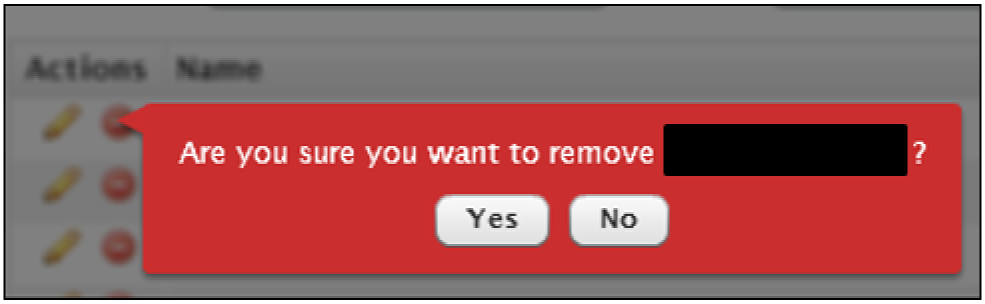


13. To update an existing beneficiary, click on the **pencil icon** under **Actions** to edit information. Follow steps 7-11.

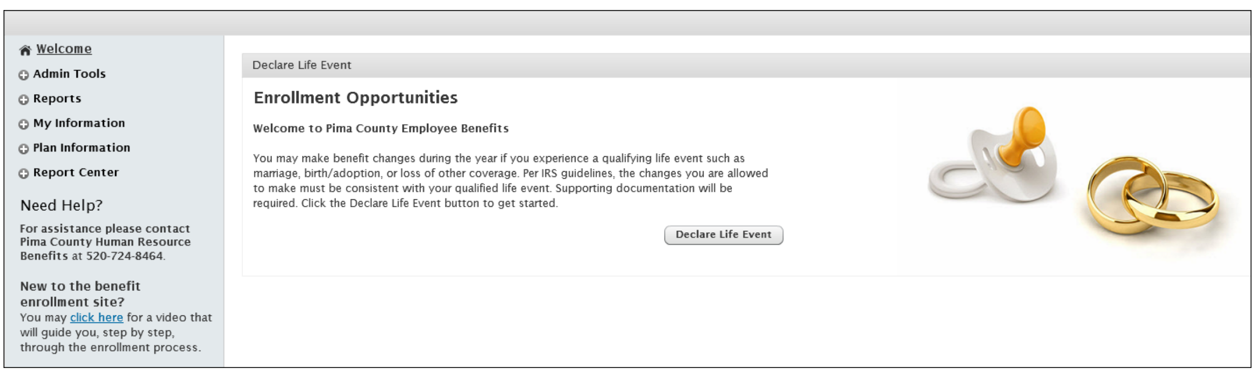


14. To delete an existing beneficiary, click on the **red button** to remove. A red box should appear to confirm the action, click **Yes**.





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



End of Process