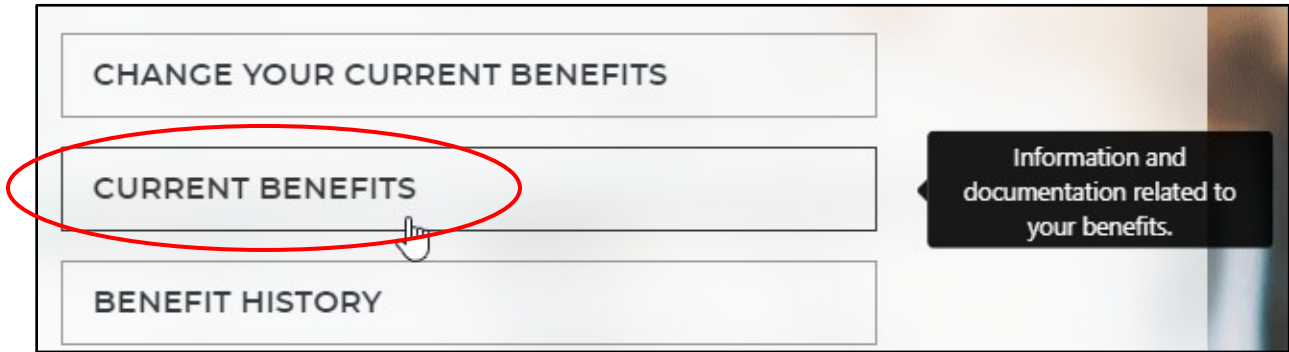
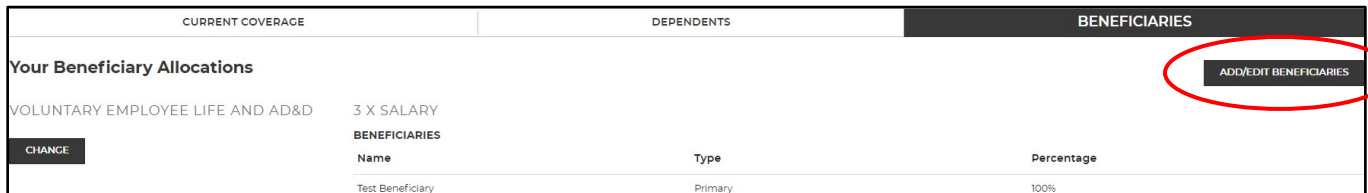
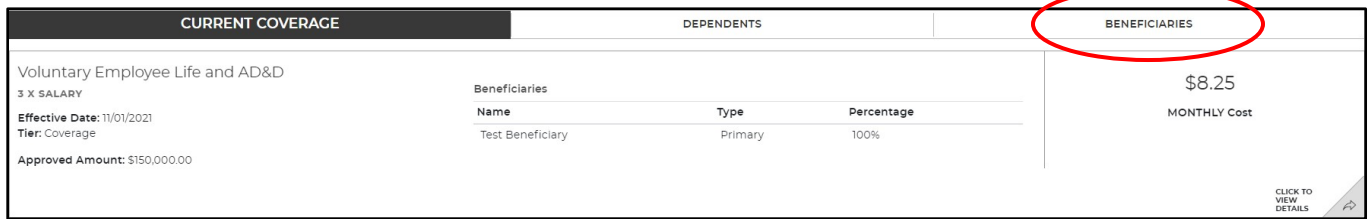


Sign In: Select your institution at <https://myapps.northcarolina.edu/hr/benefits-leave/health-and-welfare-benefits/health-benefits-enrollment/> and sign in with your institution ID and password.

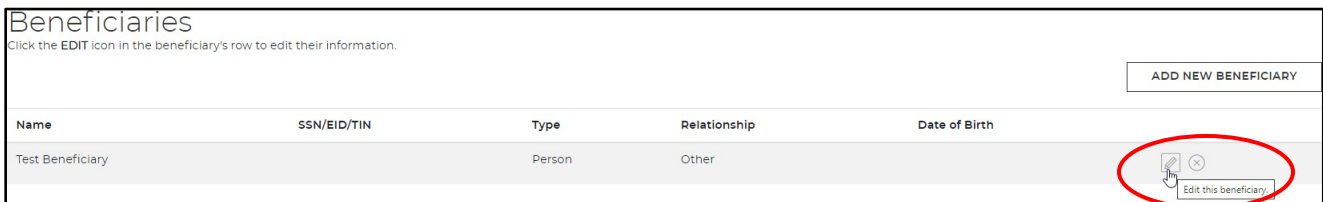
- From the home page select Current Benefits. This will bring you to your Current Benefits Profile as of Today page.



- Select *Beneficiaries* on the right-hand tab. To add or update an existing beneficiary select *Add/Edit Beneficiaries*.



- To **update** an existing beneficiary, select the pencil icon and update as needed, then save.



Edit Beneficiary

Fill in the Beneficiary fields (*required).

Basic Information

TYPE: Person
 NAME*: Test Beneficiary
 TAX IDENTIFIER:
 RELATIONSHIP*: Other
 DATE OF BIRTH:
 GENDER: Select One...
 TELEPHONE:

Address

ADDRESS 1: ADDRESS 2: ADDRESS 3:
 CITY: COUNTRY: Select One... STATE/PROVINCE: Select One...
 ZIP/POSTAL CODE: COUNTY:

SAVE CHANGES **CANCEL**

- To **add** a new beneficiary, select Add New Beneficiary and enter the necessary information, then save.

Beneficiaries

Click the **EDIT** icon in the beneficiary's row to edit their information.

ADD NEW BENEFICIARY

Name	SSN/EID/TIN	Type	Relationship	Date of Birth
Test Beneficiary		Person	Other	

Add Beneficiary

Fill in the Beneficiary fields (*required).

Basic Information

TYPE:
 Person
 Person
 Trust
 Organization
 My Estate
 NAME*: TAX IDENTIFIER:
 DATE OF BIRTH: GENDER: Select One...
 TELEPHONE:

Address

ADDRESS 1: ADDRESS 2: ADDRESS 3:
 CITY: COUNTRY: Select One... STATE/PROVINCE: Select One...
 ZIP/POSTAL CODE: COUNTY:

- To **change the allocation**, select the Change button on the Beneficiaries tab.

CURRENT COVERAGE	DEPENDENTS	BENEFICIARIES	
Your Beneficiary Allocations		ADD/EDIT BENEFICIARIES	
VOLUNTARY EMPLOYEE LIFE AND AD&D	3 X SALARY		
BENEFICIARIES			
CHANGE	Name	Type	Percentage
	Test Beneficiary	Primary	100%

- From this screen, you can update the type of beneficiary and/or percent of allocation. You can also add and/or edit beneficiaries.

Beneficiary Allocations
Associate your beneficiaries to this benefit.

SPLIT PERCENTAGE **ADD/EDIT BENEFICIARIES**

Voluntary Employee Life and AD&D

Name	Date of Birth	Relationship	Type	Percentage
Test Beneficiary		Other	<div style="border: 1px solid black; padding: 2px;"> Primary Not Allocated Primary Secondary </div>	<input type="text" value="100"/> %