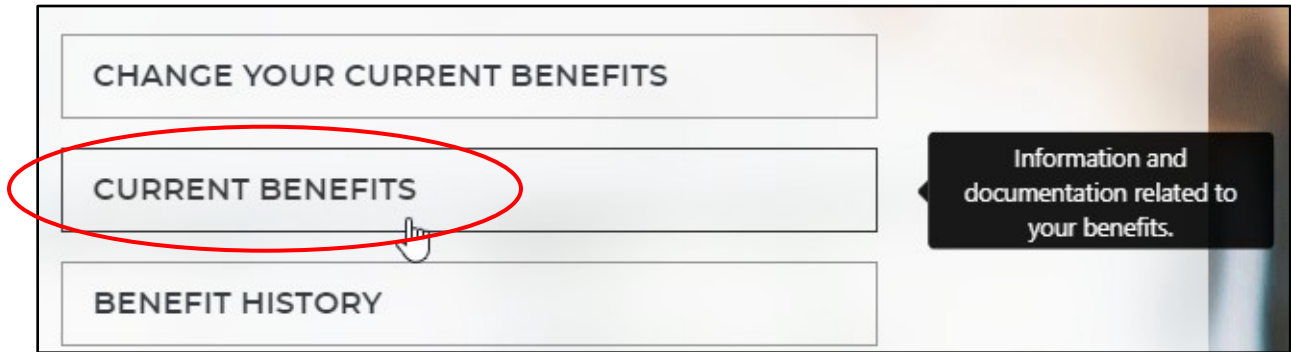
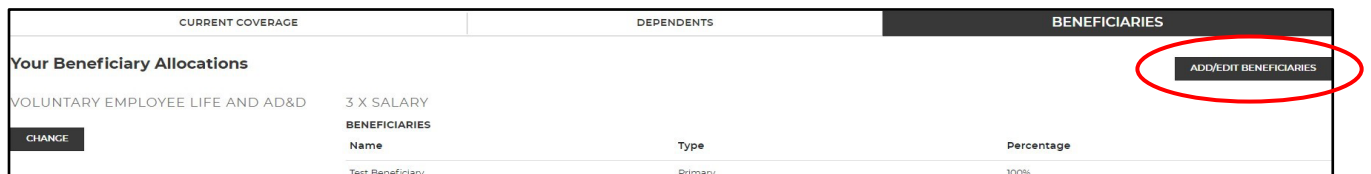
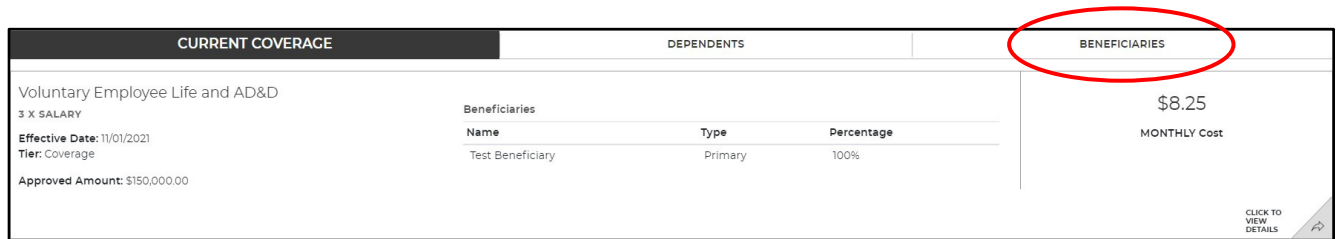


Sign In: Select your institution at <https://myapps.northcarolina.edu/hr/benefits-leave/health-and-welfare-benefits/health-benefits-enrollment/> and sign in with your institution ID and password.

- 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 (dropdown)
NAME*: Test Beneficiary
TAX IDENTIFIER:
RELATIONSHIP*: Other (dropdown)
DATE OF BIRTH:
GENDER: Select One... (dropdown)
TELEPHONE:
Address
ADDRESS 1:
ADDRESS 2:
ADDRESS 3:
CITY:
COUNTRY: Select One... (dropdown)
STATE/PROVINCE: Select One... (dropdown)
ZIP/POSTAL CODE:
COUNTRY:
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 (circled in red)

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 (dropdown menu open showing options: Person, Trust, Organization, My Estate)
NAME*:
TAX IDENTIFIER:
DATE OF BIRTH:
GENDER: Select One... (dropdown)
TELEPHONE:
Address
ADDRESS 1:
ADDRESS 2:
ADDRESS 3:
CITY:
COUNTRY: Select One... (dropdown)
STATE/PROVINCE: Select One... (dropdown)
ZIP/POSTAL CODE:
COUNTRY:

- 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

CHANGE

BENEFICIARIES

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> <div>Primary</div> <div>Not Allocated</div> <div>primary</div> <div>secondary</div> </div>	<div>100</div> <div>%</div>