

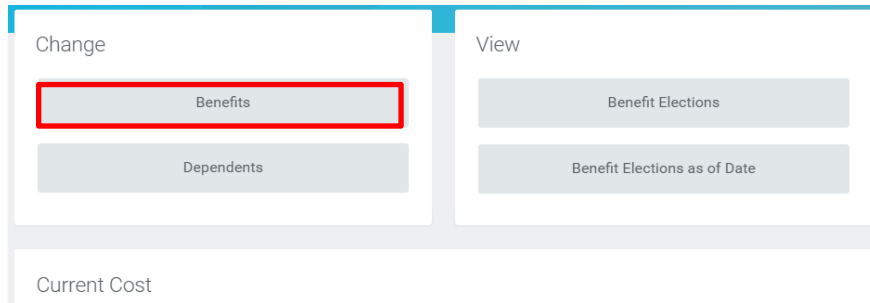
From the **Benefits Worklet** on the Workday Homepage, you can view and manage your Benefits – yourself, without having to call Human Resources, submit paperwork and wait for the change to take effect! You can do it yourself today in Workday!

## Update Beneficiaries

Click the **Benefits Worklet** on your **Workday Home** page.



Click the **Benefits** button in the **Change** menu.

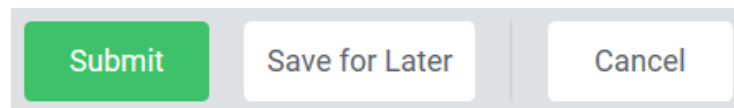


For any questions regarding Employee Benefits, please contact the Bentley Human Resources office or review information on the [Bentley Human Resources Benefits](#) page.

When you click on the **Benefit Event Type**, a drop-down menu appears with life events to choose from. Select the event you wish to report. In this example, **Update Ben**

A screenshot of a form titled "Update Ben". It contains several fields: "Benefit Event Type" with a red-bordered dropdown menu showing "select one"; "Benefit Event Date" with a date input field showing "MM / DD / YYYY" and a calendar icon; "Submit Elections By" with "(empty)" text; "Enrollment Offering Types" with "(empty)" text; and "Attachments" with "0 items".

Enter the **Benefit Event Date**. Use today's date.



**Submit Benefit Event Change**

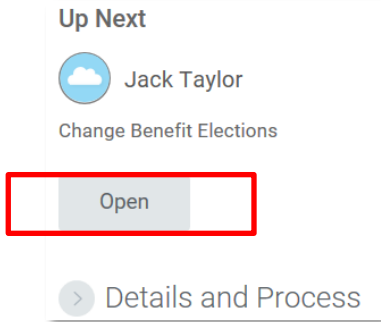
# Benefits: Update Beneficiaries

Employee



To review Benefits Summary Plan descriptions and eligibility guidelines on the [Bentley HR website: Benefits](#) – click the link to open.

## 1. Click Open



Click on the **Let's Get Started** link below to add or change your beneficiaries

Click on the life insurance tile which says **Manage**

Press confirm and continue

## Selecting Beneficiaries

Follow the instructions on the page

Click on the + to add a beneficiary. A beneficiary/beneficiaries must be named on the Supplemental Life plan.

Beneficiary Designations 1 item				Beneficiaries	
Benefit Plan	Provider Website	Requires Beneficiary		*Beneficiary	
Supplemental Life - Reliance Standard (Employee)	<a href="#">Reliance Standard</a>				

If you name a Primary and Contingent beneficiary, the percentages must total 100%.

Beneficiary Designations 1 item				Beneficiaries	
Benefit Plan	Provider Website	Requires Beneficiary		*Beneficiary	*Primary Percentage / Contingent Percentage
Supplemental Life - Reliance Standard (Employee)	<a href="#">Reliance Standard</a>			X Sibhan Taylor	<input type="radio"/> Primary Percentage <input type="radio"/> Contingent Percentage

Click Save

Click Review and Sign

## Review Elections



Select **Required Notices** in the Notes section (see below) to take you to the Bentley Human Resources site for more information about Life Insurance Benefit Elections.

NOTE: **Benefit Elections Review:** Please be sure to carefully review your benefit elections and/or changes. If you are newly enrolling in benefits and did not attend a Benefits Enrollment meeting or request a benefits enrollment packet, please be sure to review the legal notices posted to the benefits webpage section [Required Notices](#).

Once you feel you have accurately elected your desired benefits, please scroll down and review our legal notice. If you agree, click "I Agree" and hit the green **Submit** button to finalize enrollment. **If you do not hit the green button and go to the confirmation page, your changes will NOT be submitted.**

Ensure your Beneficiary Designations are correct.

Beneficiary Designations

Beneficiary Designations 1 item

Benefit Plan	Provider Website	Requires Beneficiary	Beneficiaries	
			*Beneficiary	*Primary Percentage / Contingent Percentage
Supplemental Life - Reliance Standard (Employee)	Reliance Standard	<input type="checkbox"/>	Siobhan Taylor	<input checked="" type="radio"/> Primary Percentage 100 <input type="radio"/> Contingent Percentage

This takes you back to the Benefit page in Workday.

**Your Electronic Signature is required to complete the beneficiary update. Select the Legal Notice to read the requirements.**

Electronic Signature

**Legal Notice: Please Read**

Once you have read the Legal Notice, **Click I Accept.**

**Click Submit**

Submit Save for Later Go Back Cancel

**You have submitted Benefit Event:**

You can review by selecting **Details and Process.**

If satisfied, click **Done** or **Print.**

Print Done