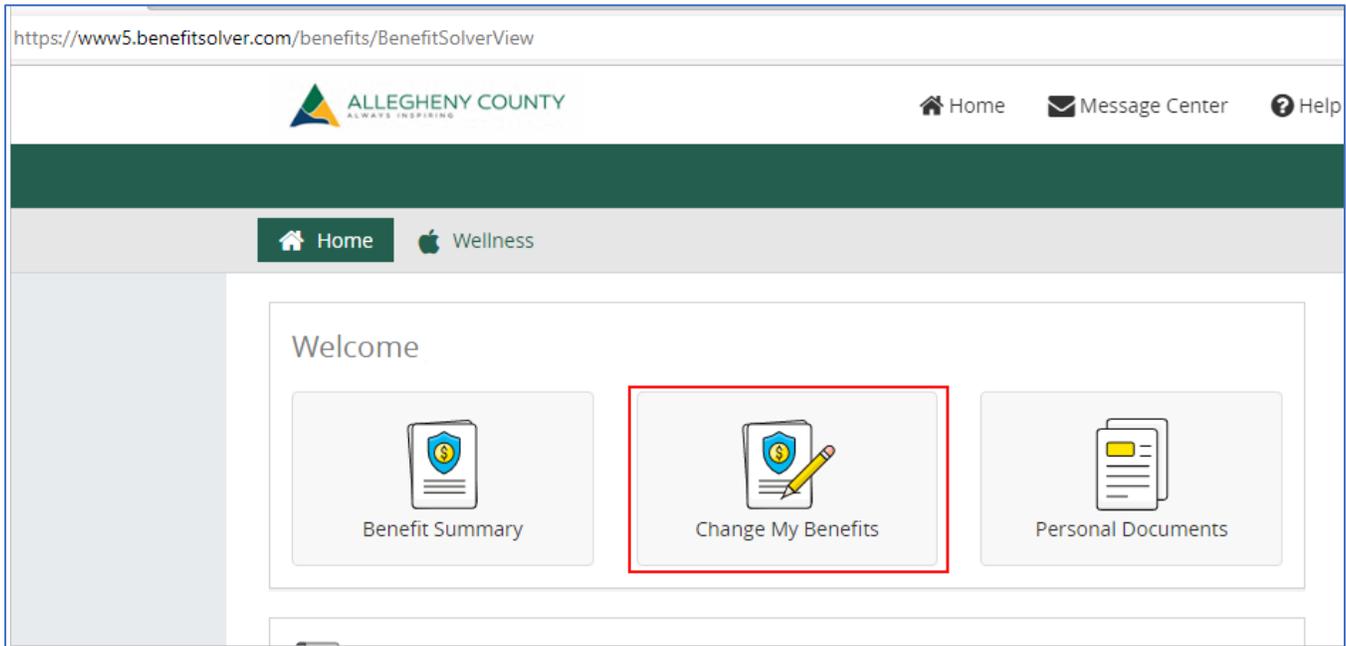


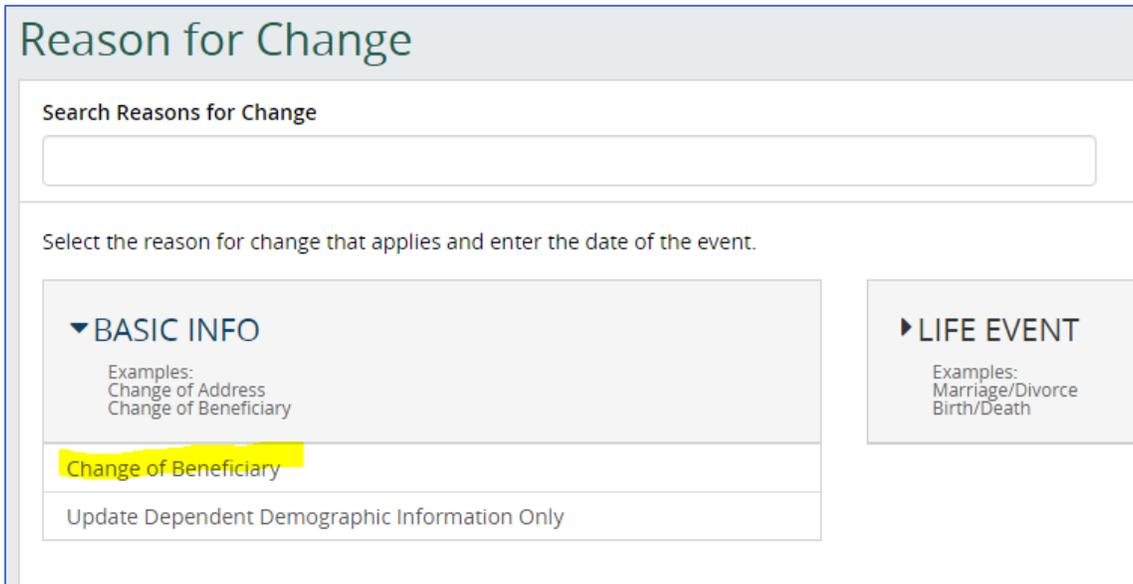
How to Update Your Life Insurance Beneficiary

Go to www.MyACBenefits.com and log in.

Choose Change My Benefits:



Click on BASIC INFO and then choose Change of Beneficiary:



Click Continue:

Change of Beneficiary X

Beneficiary changes for inforce - active coverage are effective on the date of entry:

MM/DD/YYYY

Based on the date entered

- Any add or change in coverage will be effective on: **02/08/2023**
- Any coverage dropped or no longer continued will be terminated on: **02/07/2023**

[Show Plan Exceptions](#)

Click Start Change:

Benefit Enrollment

The following screen will allow you to update your Life Insurance Beneficiary. Your Beneficiary will be the same for all employee life products you have elected.

Click Start Enrollment

Hi, I'm Sofia, your trusted benefits advisor!



Consider me your trusted benefits guide as you make your way through your benefits elections. If at any point you have a question, simply click on the **"Ask Sofia"** link in the upper right hand corner of the page.

As an automated, personal benefits assistant, I'll do my best to answer your questions quickly. However, if I'm unable to assist, I'll get you connected to someone who can.

Let's get started!

[Start Enrollment](#)

Click Add New Beneficiary. Enter the beneficiary info and %. You may designate more than one beneficiary. When finished, click Next at the bottom of the screen.

Beneficiary Information

Please select the beneficiaries for the plans below. Click 'Add' to apply. Please make sure both primary and contingent beneficiaries equal 100%.

Basic Life Designation

Name	Designation	Primary Allocation
Allocation Totals Each allocation type must sum to 100%		Primary 0%

[+ Add New Beneficiary](#)

On the last screen, just click Approve.

Review Enrollment



You're almost done! Please review your enrollment below.

You must click the **Approve** button before you will be enrolled in any plans.

▶ Beneficiary Information



Your Employer's Cost

\$0.43

BI-Weekly

This is the total amount your employer will be paying for these benefits to lower your overall cost.

Total Cost

\$1.65

BI-Weekly

*Total employee cost represents the total approved cost of benefits included on the summary. Other benefits not displayed are not included.

The information submitted may be subject to further review and/or approval. The deduction amounts are based on rates and calculations stored in the Benefitsolver system at the time of elections. To verify actual elections and/or deduction amounts, please contact your benefits administrator.

Employer remains responsible for any and all loss or damages, and in no event shall Businessolver be liable for any amount, including, but not limited to, insurance premiums, stop-loss deductibles, reinsurance fees, health plan or other claims, cancellation or reinstatement fees, or penalties, for a failure to pay a carrier/vendor or for failure to provide appropriate billing information in a timely manner, unless such delay is caused by the negligent acts of Businessolver.

Every effort has been made to report information accurately, but the possibility of error exists. In case of any conflict between your benefits election confirmation and an official plan document, the plan document will be the final authority. Please note, some insurance coverage elections only become effective upon approval of your evidence of insurability (EOI) by the carrier.

◀ Back

✔ Approve