How to Designate or Update Your Beneficiary

1. Go to: <u>www.benselect.com/coa</u>

M

selerix



Your Benefits Enrollment

2. Enter Username and PIN. Select Log in.

Username:

- Active employees Employee ID Number
- **Retirees** First 3 digits of first name, first 3 digits of last name and last 4 digits of social security number.

PIN:

- **First time user** Last 4 digits of your Social Security Number and the 2-digit year of your birth. *Example:* Last 4 digits of your SSN are 3214 and you were born on September 21, 1968, your PIN would be "321468"
- **Returning User** Your unique PIN.
- **3.** Select Change my Beneficiary.





· Find a document or form

4. Select Plans and Select Next.



Choose the Relationship to your Beneficiary from the drop-down menu and enter their information.
Select Save.

Relationship:	<choos< th=""><th>e Relationship></th><th></th><th>•</th><th></th><th></th><th></th><th></th><th></th></choos<>	e Relationship>		•					
Name:									
	First		MI	Las	st			Suffix	
DOB:	_/_/_	_							
SSN:									
Gender:	🔘 Male	Female Other							
Address:	Same as	s employee							
	USA			-					
	Country								
	5821 Welsh Way								
	Street								
	Street (co	ont.)							
	Delvell				TV		70647		
	City	e			State		78017 Zip		
	Chy				State		zip		
Type:	Primary	/		•					
Relationship:		<choose relationship:<="" td=""><td>></td><td></td><td></td><td>-</td><td></td><td></td><td></td></choose>	>			-			

6. Under the "Primary" column, you can modify the percentage for your primary beneficiaries.

Relationship	Primary	Contingent	+
Spouse	100%	0%	/ x
Child	0%	50%	/ ×
Child	0%	50%	/ x
	0%	0%	/ *

7. Under the "Contingent" column, you can modify the percentage for your secondary beneficiaries. Select Next.

Relationship	Primary	Contingent	+
Spouse	100%	0%	12
Child	0%	50%	/ x
Child	0%	50%	/ x
	0%	0%	/×.

8. Enter your PIN.

	Home	You & Your Family +	My Benefits 🝷	Sign & Submit	C BACK
Life Event: Place Confirm					
LITE EVENT. FIEASE COMMITM					
By entering my PIN below, I am formally changing the beneficiary information on the specified life and/c	or disability	y plans			
PIN:					

9. Confirm your changes by Selecting the checkmark.

