To Add or Change Beneficiary Information for Each Life Insurance Policies – Agency paid, and Voluntary:

1. Go to my e3

2. Got to View Benefits Statement and click on it

MY DASHBOARD

LATEST PAY	
Date	Net Pay
You have no recent pay data.	
> View All	
> View W2's	
> View Compensation	

TIMESHEET	
End Date	St
Saturday, March 9, 2024	Due on M
Saturday, February 24, 2024	Due on Fe
Saturday, February 10, 2024	Subn
> View All Timesheets	

LEAVE BALANCES	AS OF JANUARY 27, 2024
Leave Type	Balance
Vacation	0.00
Sick	0.00
Personal	0.00
Holiday	7.00

BENEFITS

> **New Enrollment ends March 7, 2024**

You are currently not enrolled in any company benefits.

> View Benefits Statement
> View Dependents

3. You will see a breakdown of each Life Insurance policy you have available. Each one has a separate banner. To the far right, is a silhouette. Click on that.

AGENCY PAID LIFE AD&D

4. This drop down appears. You can enter the beneficiary information here.

Em CHANGE PRIMARY BENEFICIARY

CHANGE SECONDARY BENEFICIARY

5. Remember to add or update for each of the Voluntary Life policies you have as beneficiary information does not carry over from policy to policy.

P: Michele DeFranco, Instructions, Adding or Changing Beneficiary Information for Life Insurance Policies