

- Log into Workday
- From the Menu, select “Benefits and Pay”



Benefits and Pay

- Click “Change Benefits” to begin the life event process

[Change Benefits](#)

- Select “Change Beneficiaries” as the Change Reason. Enter today's date as the event date

Change Reason *

- ☐ Birth / Adoption of Child
- ☒ Change Beneficiaries
- ☐ Death of Spouse or Dependent
- ☐ Dissolution of Domestic Partnership
- ☐ Divorce
- ☐ Marriage
- ☐ Significant Changes in Health Coverage premiums in Spouse's employment
- ☐ Teammate or Dependent Gains other Coverage
- ☐ Teammate or Dependent Loses other Coverage

Benefit Event Date * 05/17/2023 

- Click “Submit”

Submit

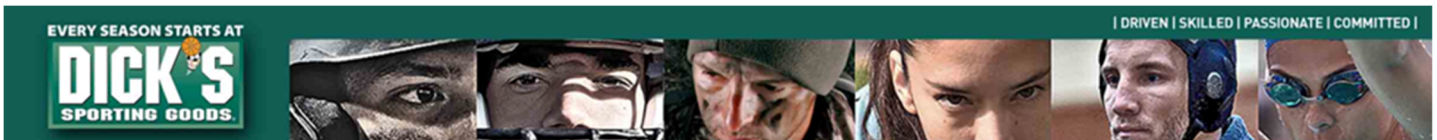
- Click “Open” on the box that pops up

You have submitted

Up Next: | Change Benefit Elections

[View Details](#)

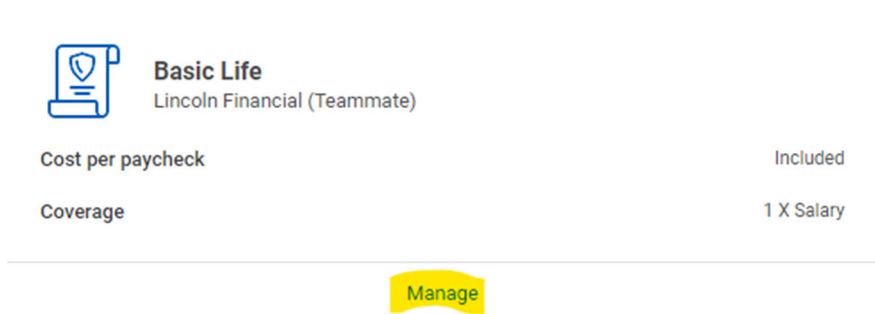
Open



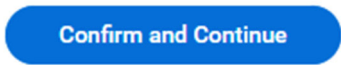
- Click “Let’s Get Started”



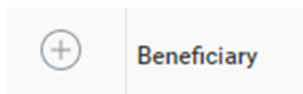
- To add or update beneficiaries on each plan, click “Manage” under the name of the plan



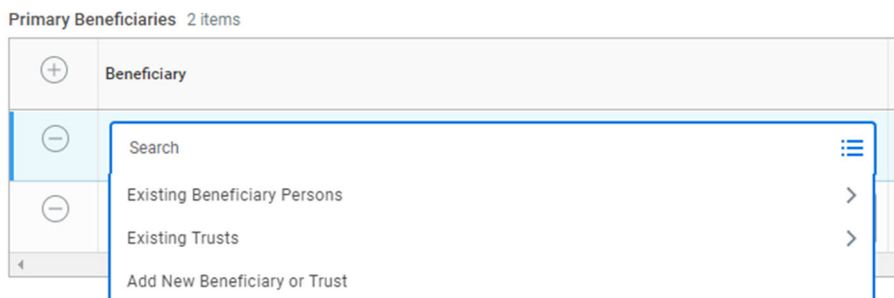
- On the next page. click “Confirm and Continue”



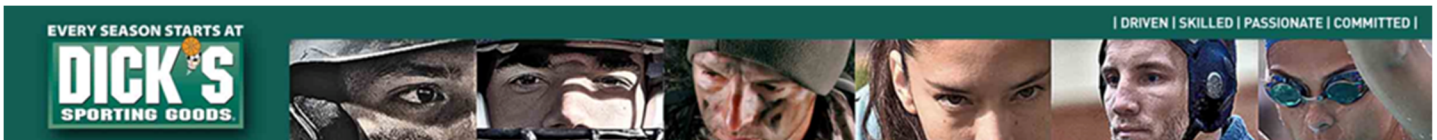
- Review beneficiaries listed on the page. To add a new beneficiary, click the “+”



- Click the box and select “Add New Beneficiary or Trust”



- Select if it’s a Beneficiary or Trust and then “Continue”



- Enter the relationship, first name and last name of the beneficiary.

Relationship

Use as Beneficiary ☒

Date of Birth

Age (empty)

Sex

Allow Duplicate Name ☐

Legal Name Contact Information National IDs Additional Government IDs

Country

Prefix

First Name

Middle Name

Last Name

Suffix

- Then click “Contact Information” and “Add” under Address. Enter the Address and Type. Then click “OK” at the bottom of the page.

Legal Name **Contact Information** National IDs Additional Government IDs

Phone

Address

- Assign a percentage to each beneficiary, totaling 100
- Once your Beneficiaries are updated, click “save”
- After you have reviewed and updated all plans, click “Review and Sign”

Review and Sign

- Review the updates on the next page. Scroll to the bottom and check the box next to “I Accept” and then click “submit”
- Click to view your changes in your Benefits Summary

View 2023 Benefits Statement