Updating beneficiaries

1. Log into Workday ([https://workday.bowdoin.edu](https://workday.bowdoin.edu)) using your Bowdoin username and password.

2. Click on the Benefits icon in the Applications pane.

3. In the Change pane, click on Benefits.

4. In the Benefit Event Type dropdown menu, select Beneficiaries Change.

5. In the Benefit Event Date field, enter the date the Beneficiary Change should take effect.

6. Click Submit.

7. Click the Open button on the next screen to review a summary of your insurance plan.

8. Click Continue.

9. Read the Beneficiary Designations instructions.

10. Click the pick list to change an existing beneficiary OR click on the + sign to add a new beneficiary.

11. If you do not see the name of the new beneficiary in the pick list, select Create > Add Beneficiary. Complete the appropriate fields, fields with a red asterisk (*) are required. Then, click OK.

12. Indicate the Primary and/or Contingent Percentage for each beneficiary. Primary percentages need to add up to 100%.

13. Click Continue.

14. Review your updates in the Elected Coverages table. Click the Go Back button if you need to make additional changes.
15. Changing your beneficiaries requires an electronic signature. Read the legal notice and place a check mark in the I AGREE checkbox to make the beneficiary change final.

16. When your updates are complete, click Submit.