How to Review or Update Beneficiary Designations – Life Insurance

You may review or update your life insurance beneficiary designation via *"MyHR".*

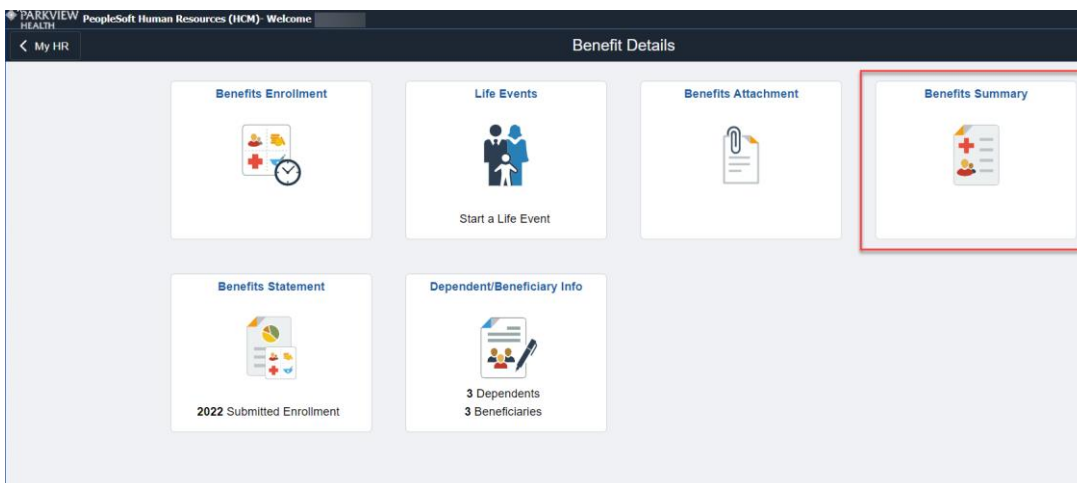**Accessing MyHR:**

- Onsite within Parkview, *"MyHR"* will not require login ID, password or authentication through Duo.
- Working remote through VPN, *"MyHR"* will not require login ID or password but will require authentication through Duo.
- Accessing *"MyHR"* through a personal device will require login ID and password as well as authentication through Duo. Please note that login ID is "e" plus your six digit employee ID. The password would be your network password.

After logging in to MyHR, click on the 'Benefit Details' tile (as shown below).

Next, select the 'Benefits Summary' tile.

Select the 'Life Insurance' tile.

Medical			Dental			Vision	
	Plan	Signature Care		Plan	Delta Dental Plan		Plan	MetLife Vision Plan
	Coverage	Coworker & 1 Dep (Ch		Coverage	Family		Coverage	Family
		1 Dependents			3 Dependents			3 Dependents
		Review			Review			Review

Flex Spending Health - U.S.			Flex Spending Dependent Care		Life Insurance	
	Plan	FSA Medical Coworker/Dependent		Pledge	Waived		Plan	Life Ins X Annual
	Pledge	$500					Coverage	Salary X
								3 Beneficiaries
		Review						Review

To add a beneficiary not already listed, select 'Add Beneficiary'.

My Benefits on 11/05/2022
This is Current Enrollment

Life insurance plays an important role in ensuring that your family is financially secure if you were to pass away

Enrolled Plan   Life Ins

Plan Provider   The Hartford

Coverage   Salary X

Your Beneficiary Designation

Beneficiaries designated for the Life Insurance plan are listed here. Select the beneficiary to view or modify. To change your beneficiary allocations, select the Update Beneficiary Designation button.

Primary Allocation   Percent

Secondary Allocation   Percent

Beneficiary	Relationship	Current Primary Percentage	Current Secondary Percentage	
	Spouse	100		>
	Child		50	>
	Child		50	>
Total		**100**	**100**	

[Add Beneficiary]   [Update Beneficiary Designation]

To add a beneficiary, you must enter the required fields including date of birth, relationship to employee, address, and national ID (SSN). Select Save.

If this is the first time accessing beneficiary information in MyHR, the beneficiary allocation will be blank. Select 'Update Beneficiary Designation'.

My Benefits on 11/05/2022
This is Current Enrollment

Life insurance plays an important role in ensuring that your family is financially secure if you were to pass away

Enrolled Plan Life Ins

Plan Provider The Hartford

Coverage Salary X

Your Beneficiary Designation

Beneficiaries designated for the Life Insurance plan are listed here. Select the beneficiary to view or modify. To change your beneficiary allocations, select the Update Beneficiary Designation button.

Primary Allocation Percent

Secondary Allocation Percent

Beneficiary	Relationship	Current Primary Percentage	Current Secondary Percentage	
	Spouse	100		>
	Child		50	>
	Child		50	>
Total		**100**	**100**	

Add Beneficiary   Update Beneficiary Designation

Enter the primary and secondary beneficiary designation for your life insurance. This beneficiary designation applies to the basic life and supplemental life insurance policy, if elected. Please note that you are the beneficiary for Dependent Spouse and Dependent Child life insurance policies, if elected. Once you have updated the allocation, click 'Save'.

Cancel   **Update Beneficiary Designation**   Save

You may designate the individuals as primary or secondary beneficiaries by allocating a percent or a specific dollar amount. Secondary beneficiaries receive benefits only if all primary beneficiaries are deceased.
If you select flat dollar amount, then one beneficiary must be designated to receive remaining money from the policy. If you select percents, all percents for primary beneficiaries must total 100. All percents for secondary beneficiaries must total 100.

Primary Allocation Method Percent

Secondary Allocation Method Percent

Beneficiary	Relationship	Current Primary Percentage	Current Secondary Percentage	New Primary Percentage	New Secondary Percentage
	Spouse	100		0	0
	Child		50	0	0
	Child		50	0	0
				Total 0	0

Primary Excess Amount Goes To

Secondary Excess Amount Goes To

After you have updated the beneficiary designation, the allocation information should appear in the section identified below.

If an ex-spouse appears in the beneficiary listing and they are <u>not</u> included in the allocation percentage, they will not be a beneficiary to your life insurance. Because your ex-spouse is part of your historical record, Parkview is not able to remove the ex-spouse from the potential beneficiary list. Please note, if the allocation is not updated in MyHR (percentage section is blank), beneficiary information will default to the most recent paperwork on file in HR.