Life & Work Events (LWE)
Quick Reference Guide to updating Beneficiary Information

Log on to Employee Self-Service (ESS) using your network logon ID and password.

☐ Click on the **Life and Work Events** (**LWE**) tab on the right side of the menu bar:

Employee Self Service **Life and Work Events**

☐ On the left side of the screen under Change in Employee's Status click on the **Beneficiary Change** link.

NOTE: A new window or tab will open with the steps to update your Beneficiary information.

☐ First make sure the person or entity you would like as your Beneficiary is linked to your personnel record by clicking on the **Family Members/Dependents** link.

☐ Review beneficiaries (and/or dependents) listed in ESS. Click **Edit** to change or add information to existing records.

☐ To **add** a beneficiary that is not listed scroll to the bottom of the screen and click on the appropriate relationship button, i.e. **New Child, New Spouse, Other** (could even be something like the Humane Society) etc...

☐ When entering a **beneficiary** that will not be a dependent on a health plan you only need to enter the **name** and **address** (**NOTE:** Enter **USA** for the **Country first** to limit the **State** selection dropdown). If the beneficiary will ever be a dependent on health benefit plans enter date of birth, gender and social security number too.

☐ Click the **Review** button to review and then click the **Save** button and you will get a message the data was saved.

NOTE: Use the IE Explorer close Icon ❎ or **X** to close new window(s) or tab(s) when done.

Update Beneficiaries for County Life Insurance and other plans

☐ For the **County Life Insurance** click on the **Beneficiary Change** link and click **Edit Plan**:

Selection for Beneficiary change

Plan	Dependent Option
Life	
⦿ Life Insurance	EE + Dependents - Coverage amount: 20,000.00 USD

Change each plan above as necessary or if you do not have any changes clic

[Add Plan] [Edit Plan] [Remove Plan]

☐ Then click **List of Beneficiaries –** you will see the list of Beneficiaries currently in the system with percentages for Primary and Contingent beneficiaries:

Name	Relationship	Beneficiary Percentage	Contingent Percentage
Kelly Smith	Spouse	75	0
Daniel Smith	Child	0	50
Suzanne Smith	Child	0	50
Non-Profit Humane Society	Other	25	0

☐ The percentages in each column must be whole numbers that add up to 100%. A percentage of 0 in either column indicates they are not a primary and/or contingent beneficiary. **Adjust percentages** to reflect your current beneficiaries and click **Add Plan to Selection**.

☐ **Review** and then **Certify** your changes for the **County Life Insurance**.

☐ Continue through the remaining **LWE** steps for instructions on how to update beneficiaries for Payroll, PERS, Supplemental Plans, & Deferred Compensation.

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