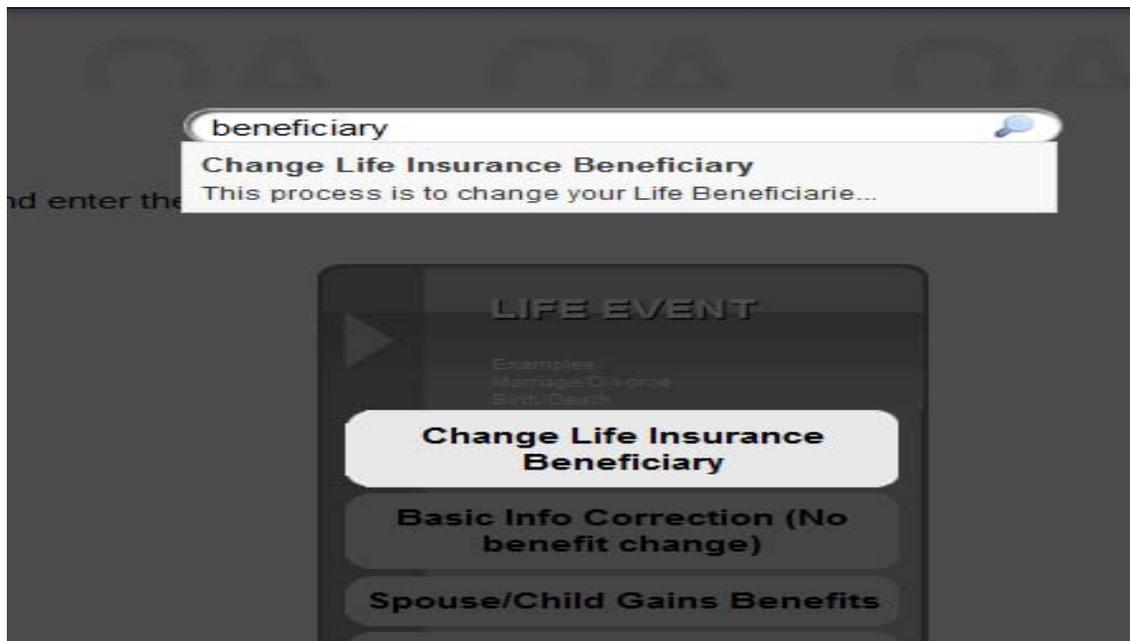


Updating Your Beneficiaries

State Basic and Supplemental Life Insurance

- **Step 1** – Updating beneficiaries is completed in the state’s online Benefits Administration System (BAS). Access via the Employee Benefits Web site – www.colorado.gov/dpa/dhr/benefits - click “Enroll / Change Benefits.” Log in with your username and password.
- **Step 2** – Start by reviewing current beneficiaries. (If you have never designated any beneficiaries, skip to step 4.) Drag your cursor over the word “Benefits” in the blue bar and then click on “Benefit Summary” in the drop-down list that appears. Once your summary is displayed, scroll to the bottom to see beneficiaries.
- **Step 3** – If you want to make changes to your beneficiaries, go to the top of the screen and click “Home” in the blue bar.
- **Step 4** – On the home page, on the right side of the screen, click on the green button that says “Start Here.” On the next, there is a search box that says, “Type Here to Search.” Type “beneficiary” into this box and then click on the reason for change “Change Life Insurance Beneficiary” that appears.



- **Step 5** – Next, a screen within the screen appears. Enter today’s date as the event date. Understand that your beneficiary update is effective IMMEDIATELY.



- **Step 6** – On the “Beneficiary Information” screen you can make changes to the existing beneficiary, add new beneficiaries, or change primary and contingent designations and the percentages for each.

Beneficiary Information

Designations for Basic Life also apply to Optional Life coverage. Spouse or Child life insurance benefits, if any, are always payable to the employee, if living, or if not, then under the guidelines in the group policy.

Your designations revoke all prior designations and **ARE EFFECTIVE IMMEDIATELY.**

Benefits are payable to a Contingent Beneficiary only if there are no living Primary Beneficiaries.

To add a new beneficiary click the gray “Add” button. When you have added all of your new beneficiaries, click “Next”. Do not re-enter a beneficiary already listed. To change a current beneficiary, choose your beneficiaries from the “Select Beneficiary” drop-down box. Then choose “primary” or “contingent” from the “Select Beneficiary Type” drop-down; then select the percentage. The percentages must add up to 100%.

Member	Type of Beneficiary	Percent
Zooey Deschanel	<input checked="" type="radio"/> Primary <input type="radio"/> Contingent <input type="radio"/> None	100 %
Lafayette Lever	<input type="radio"/> Primary <input checked="" type="radio"/> Contingent <input type="radio"/> None	100 %

Primary Total: 100%

Contingent Total: 100%

Buttons: Previous, Next

- **Step 7** – By clicking on the pencil next to the beneficiary’s name, you can update their information, such as relationship, address and phone numbers. A screen within a screen will be brought up for you to review and change information. **If you are replacing an old beneficiary with a new one (for example adding a new spouse in place of an ex-spouse) DO NOT WRITE OVER THE OLD BENEFICIARY. You MUST DELETE the old beneficiary – see the next step.** Click “Save Changes” when done making changes.

Personal Documents

possible, list as much information as you can to make it easy to locate this person in the future.

Select "Save Changes" when you are done and you will be taken back to the previous screen.

Person Non-Person (Trust)

Relationship: friend *

First Name: Zooezy *

Middle Initial:

Last Name: Deschanel *

Social Security Number: (123-45-6789)

Date of Birth: 01/17/1981 (MM/DD/YYYY)

Address 1: 12 Quirky Way

Address 2:

City: Rand

State: CO

ZIP: 80875

Home Phone: (123-456-7890)

Work Phone: (123-456-7890)

Save Changes Delete

- **Step 8** – To delete a beneficiary, click on “Edit” next to the beneficiary’s name. A screen within a screen will be brought up with that beneficiary’s information. Simply click on the “Delete” button at the bottom of this screen. *DO NOT WRITE OVER THE OLD BENEFICIARY. You MUST DELETE the old beneficiary.*

possible, list as much information as you can to make it easy to locate this person in the future.

Select "Save Changes" when you are done and you will be taken back to the previous screen.

Person Non-Person (Trust)

Relationship: Uncle *

First Name: Lafayette *

Middle Initial:

Last Name: Lever *

Social Security Number: 123-45-6789 (123-45-6789)

Date of Birth: (MM/DD/YYYY)

Address 1: 12 Chopper Way

Address 2:

City: Denver

State: CO

ZIP: 80204

Home Phone: (123-456-7890)

Work Phone: (123-456-7890)

Save Changes Delete

- **Step 9** – To add a beneficiary, click on “Add a New Beneficiary.” A blank information screen is brought up for you to complete. Be sure to click “Save Changes” when done.

Select "Save Changes" when you are done and you will be taken back to the previous screen.

Person Non-Person (Trust)

Relationship: *

First Name: *

Middle Initial:

Last Name: *

Social Security Number: (123-45-6789)

Date of Birth: (MM/DD/YYYY)

Address 1:

Address 2:

City:

State:

ZIP:

Home Phone: (123-456-7890)

Work Phone: (123-456-7890)

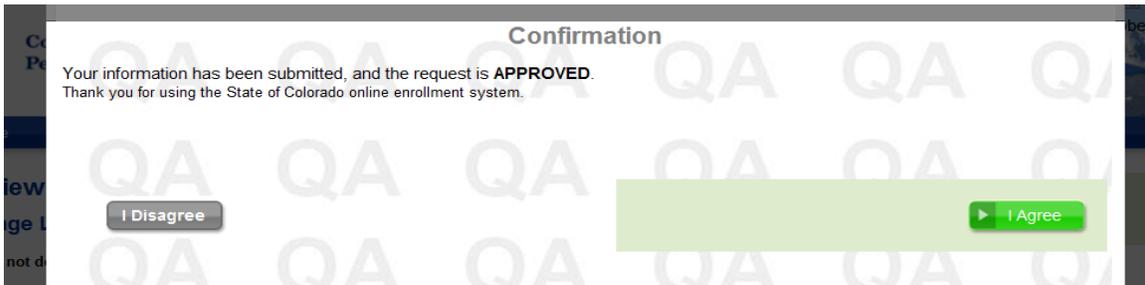
- **Step 10** – Mark your beneficiaries as “primary” or “contingent.” All of your primary beneficiaries MUST add up to 100%. All of your contingent beneficiaries MUST add up to 100%. See the November issue of HealthLine for definitions of “primary” and “contingent” beneficiaries. Click “next” when you are finished with this screen.

Basic Life Designation				
Member	Type of Beneficiary			Percent
Zoey Deschanel	<input checked="" type="radio"/> Primary	<input type="radio"/> Contingent	<input type="radio"/> None	<input type="text" value="100"/> %
Lafayette Lever	<input type="radio"/> Primary	<input checked="" type="radio"/> Contingent	<input type="radio"/> None	<input type="text" value="100"/> %
<input type="button" value="Add a New Beneficiary"/>				Primary Total: 100% Contingent Total: 100%

- **Step 11** – The next screen is your chance to review what you have entered. You also have the option to print a record of this transaction. If everything is as you want it, click the green “Approve” button.



- **Step 12** – Be sure to click on the green “I Agree” button on the Confirmation screen or your updates will not go through. Clicking “I Disagree” will cancel this update.



Choosing a Beneficiary

Who or what can be a beneficiary?

- One, two or more people.
- A trust you have established, with proceeds administered by a trustee.
- A charity.
- Your estate.

Primary Beneficiary – These are the first people who will be the beneficiaries of the proceeds of your life insurance or financial accounts. If a primary beneficiary dies before you, the contingent beneficiary is next in line. You can have multiple primary beneficiaries. For example, if an employee has two children and wants each of them to receive an equal share of the employee’s life insurance, each would be listed as a primary beneficiary, with each designated to receive 50%.

Contingent Beneficiary – These are the people who will be the beneficiaries if the primary beneficiaries have passed away or cannot be located. Think of them

as the “back-up” beneficiaries. For example, many people list a spouse as a primary beneficiary, while listing their children or other family members (brothers, sisters, parents) as contingents.

How to choose? – This is a very personal decision. Consider the need to provide for your family after your death. Also, try to consider who will need money or will incur expenses at your death. Go through these and other personal, family and financial questions as you decide.

State Life Insurance (Basic and Optional) - The beneficiaries an employee lists for the State life insurance apply to *both* the state-paid Employee Basic coverage, as well as the Employee Optional Life insurance.

State Spouse and Child Optional Life - Be aware that only the state employee can be the beneficiary for these policies.

Ex-Spouses – Colorado state law forbids you from naming, or continuing to have, an ex-spouse as a beneficiary without additional court documents.