

How to Update Your Life Insurance Beneficiary



1. Log in to **Employee Self Service** (ESS) at <https://ess.dc.gov>.

Please Note: ESS is accessible online through PeopleSoft on *any* computer. Computers are available for employee use at the DCHR Customer Care Center located at 1015 Half Street, SE on the 9th floor.*

2. From the Main Menu, **select Benefits**.

A screenshot of the Employee Self Service (ESS) main menu. The page has a dark blue header with the text "Employee Self Service" and a dropdown arrow. Below the header is a grid of white tiles with blue borders. The tiles are arranged in three rows and three columns. The first row contains "Submit Time", "Leave Balances", and "Request Absence". The second row contains "Pay", "Benefits", and "Vision Zero Training". The third row contains "DC Govt Directory", "Personal Details", and "Request Training". The "Benefits" tile is circled in orange. It displays an icon with a person, a hand, a cross, and a house, and the text "Enrollment Ends 12/14/2020". The "Pay" tile displays an icon of a green bill and the text "Last Pay Date 11/17/2020".

*Covid-19 restrictions may limit access to onsite, in-person services. Please contact DCHR at (202) 442-7627 or dchr.benefits@dc.gov in advance to confirm.

3. On the Benefits Summary page, select the benefit option for which you would like to add a beneficiary.

Benefits Summary

Benefits Summary

As Of

Refresh

Type of Benefit	Plan Description	Coverage or Participation	>
Employees Health Benefits	Aetna HMO-DC Before Tx	Self Only	>
Dental	Cigna Dental HMO	Self and Family	>
Vision	Quality Plan Admin	Self and Family	>
Domestic Partner Dental		Waived	
Domestic Partner Vision		Waived	
DPR Fitness Center		Waived	
Basic Life	DCEGLI Basic	\$1 X Salary + \$2000	>
Option B - Additional	Option B - 5X	Salary X 5	>
Option C - Family		Waived	
Option A - Standard		Waived	
Short Term Disability	STD - Standard STD Plan	00.00% of Salary	>

4. Review your current beneficiaries, if applicable. **Select Edit to add a new beneficiary or change your current beneficiary allocations.** Select the beneficiary's name (if applicable) to edit the individual's personal information.

Basic Life

Plan Name DCEGLI Basic

Plan Provider [STANDARD INSURANCE COMPANY](#)

Coverage Level \$1 X Salary + \$2000

Group Number STAND. INS

Covered Beneficiaries

Select Edit to change your current beneficiary allocations. Select the beneficiary's name to edit the individual's personal information.


Dep/Ben Coverage Details

Name	Relationship to Employee	Primary Allocation	Secondary Allocation
POLI,CRISTINA	Child	25%	
POLI,HENRY	Spouse	50%	
POLI,DOMINIQUE	Child	25%	

Edit

5. To change allocations for your current beneficiaries, choose an Allocation Type and enter an amount or percent. **Select Add a New Beneficiary** to add a new beneficiary.

Please Note: An individual cannot be designated as both a primary and secondary beneficiary


Welcome Poli, Jane (00003124).

Change Current Beneficiaries and Allocations

Basic Life **DCEGLI Basic**
Jane Poli

To change the allocations for your current beneficiaries, choose an Allocation type. An individual can not be both a primary and a secondary beneficiary. Enter an amount or percent.

To add a new beneficiary, use the Add a New Beneficiary button.

Allocation Type

Enter Primary Allocations as

Enter Secondary Allocations as

Allocation Details

	Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
<input type="checkbox"/>	CRISTINA POLI	Child	25		<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	HENRY POLI	Spouse	50		<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	DOMINIQUE POLI	Child	25		<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Carlos Poli	Child			<input type="text"/>	<input type="text"/>

Add a New Beneficiary

[Return to Life Insurance Main](#)

Update Totals

0 0

Save

6. Complete your beneficiary's personal information and **select Save. You have successfully submitted your choices.**

Dependent/Beneficiary Personal Information

Jane Poli
Select Save once you have added your Dependent/Beneficiary's personal information. This information will go into effect as of Nov 19, 2020.

Personal Information

*First Name

Middle Name

*Last Name

Name Prefix

Name Suffix

Date of Birth

*Gender

Social Security Number

*Relationship to Employee

Status Information

*Marital Status As of

*Student As of

*Disabled As of

*Smoker As of

Address and Telephone

Same Address as Employee

Country United States [Change Country](#)

Address

Same Phone as Employee

Phone

[Return to Change Current Beneficiaries and Allocations](#)

Please Note: These changes only affect your life insurance beneficiaries. Some benefits, including the 401a and 457b retirement plans, may have beneficiaries that will need to be added or updated outside of ESS.

For more information, please contact the DCHR Benefits Administration at (202) 442-7627 or dchr.benefits@dc.gov.