How to Add and/or Change Beneficiaries When Enrolling in Life Insurance
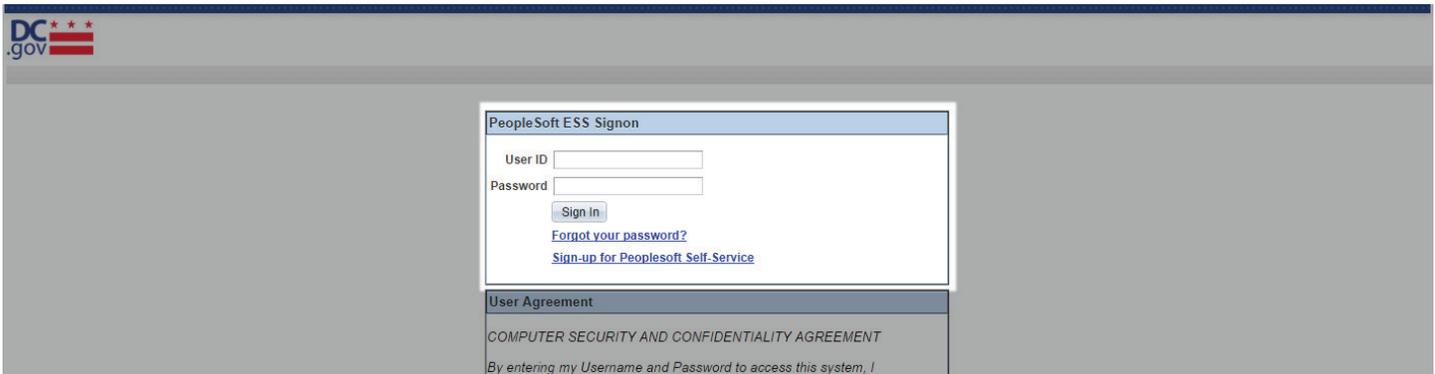
**1** Log in to **Employee Self Service** (ESS) at https://ess.dc.gov.

Please Note: Employee Self Service (ESS) is accessible on *any computer with an internet connection*. Computers are also available for employee use at the DCHR Customer Care Center, which is located at 441 4th Street, NW in the Lobby level of 1 Judiciary Square.
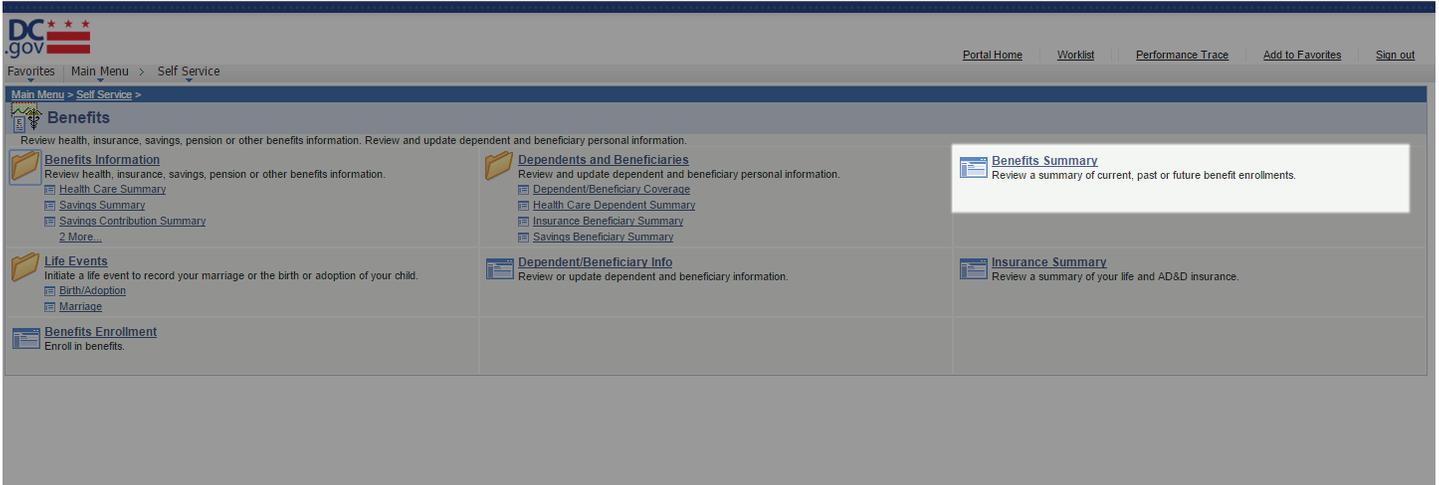

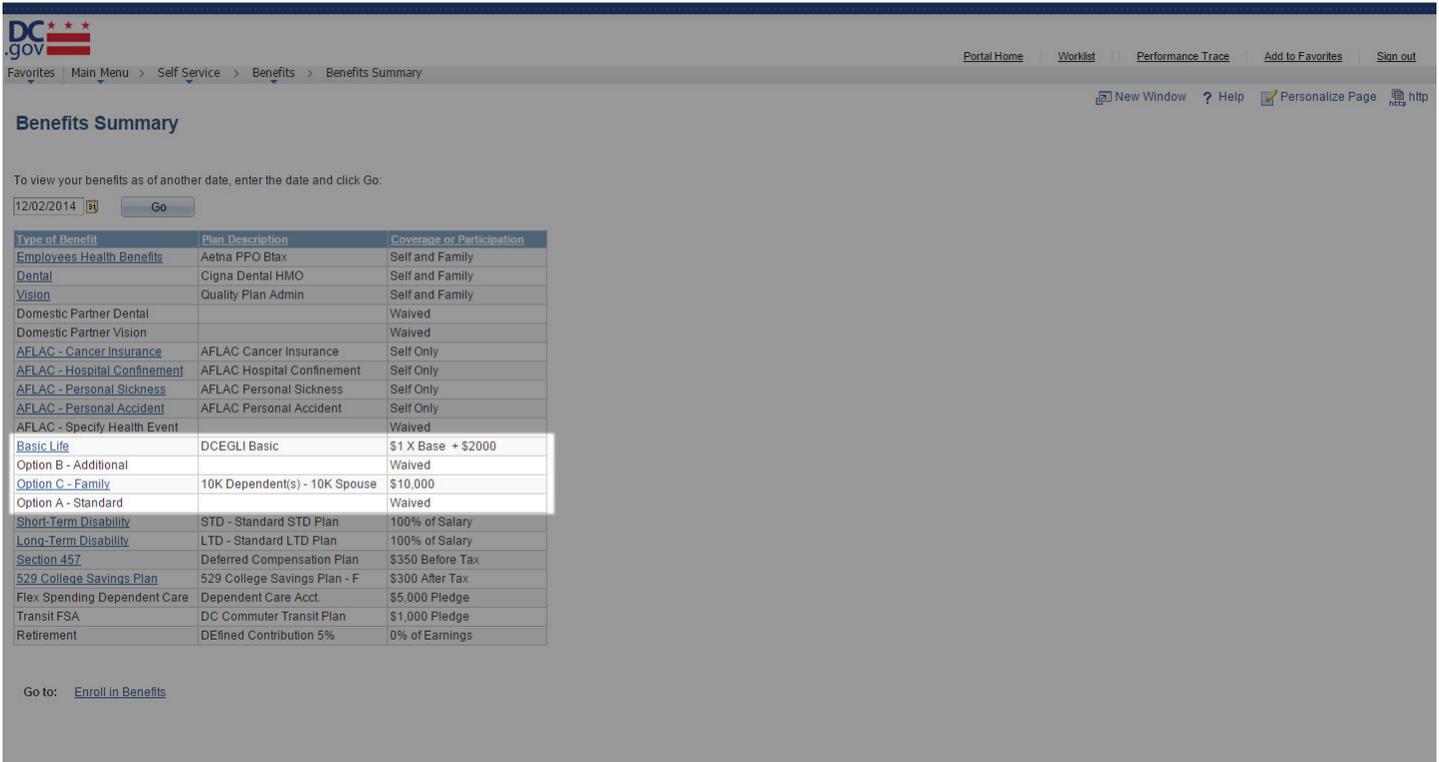**2** From the Main Menu, **select Self Service** under the Menu options on the upper-left side.
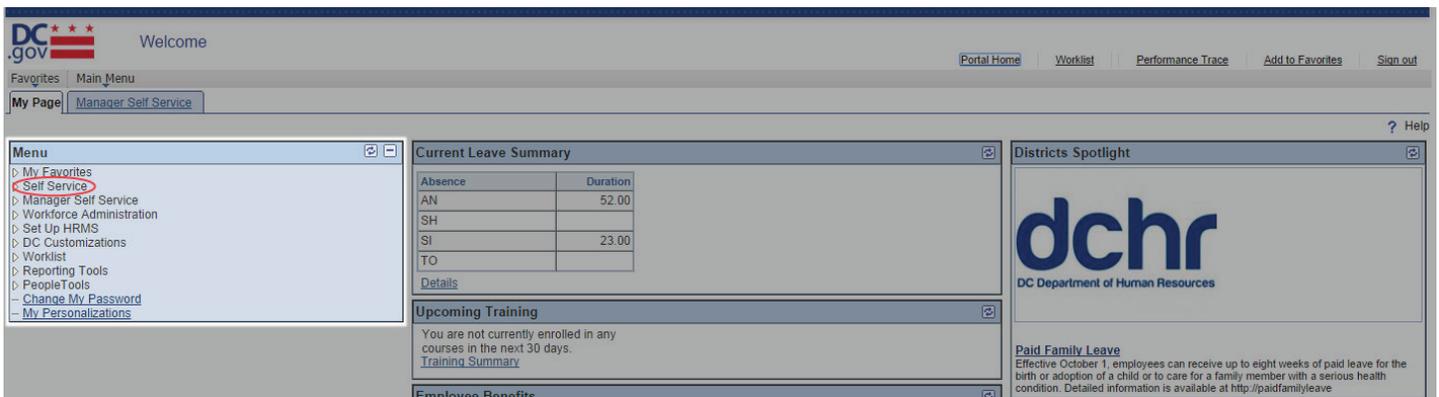
3 On the Self Service page, **select the Benefits option** on the left side, second row.
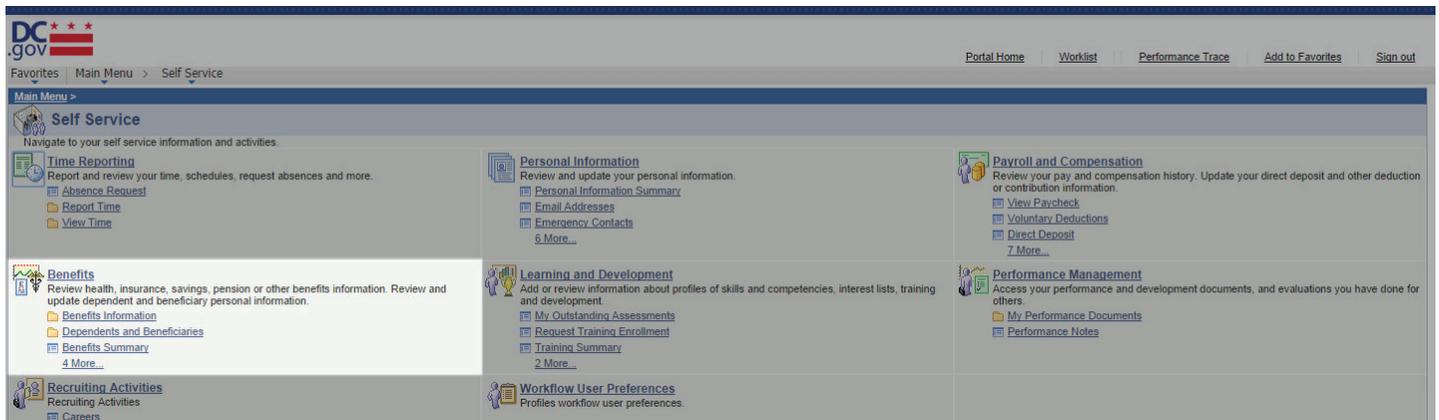
4 On the Benefits page, **select the Benefits Summary option** on the right side.

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

6 You will now be able to review your current beneficiaries, if any. **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

Brentton Wolfingbarger
To view your benefits as of another date, enter the date and click Go:

12/01/2014   [Go]

Basic Life

Plan Name:	DCEGLI Basic
Plan Provider:	STANDARD INSURANCE COMPANY
Coverage Level:	$1 X Base + $2000
Group Number:	STAND. INS
Customer Service:	Ext:

Covered Beneficiaries

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

Name	Relationship	Primary Allocation	Secondary Allocation
Wolfingbarger,Camilla Linda	Spouse	100%	
Wolfingbarger,Reagan Linda	Child		50%
Wolfingbarger,Titus Wade	Child		50%

[Edit]

Return to Employee Benefit Summary

7 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.

Change Current Beneficiaries and Allocations

Basic Life   **DCEGLI Basic**

Brentton Wolfingbarger
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. Click Add a New Beneficiary to add a new beneficiary.

Allocation Type

| Enter Primary Allocations as: | Percent ▼ |
| Enter Secondary Allocations as: | Percent ▼ |

Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
Camilla Linda Wolfingbarger	Spouse	100			
Reagan Linda Wolfingbarger	Child		50		
Titus Wade Wolfingbarger	Child		50		
test test1 test last name	Friend				
grand child	Grandchild				
test trace	Great Grandchild				
test test2	Child				

[Update Totals]   0   0

Add a New Beneficiary   [Save]

Return to Life Insurance Main 2x

8 **Complete your new beneficiary's personal information and select Save.**

Important: These changes only affect your life insurance beneficiaries. Beneficiaries for other plans will need to be updated individually.

Some benefits, including the 401a Defined Contribution Pension Plan and Section 457 Deferred Compensation Plan, may have beneficiaries that will need to be added and/or updated outside of Employee Self Service.

For more information and corresponding forms, please visit http://dchr.dc.gov/page/retirement-and-beneficiary-forms or contact the DCHR Benefits Administration:

Phone: (202) 442-7627
Email: dchr.benefits@dc.gov