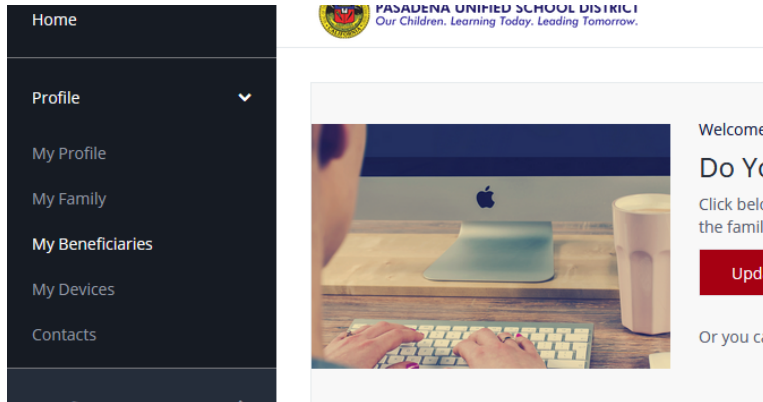


## Viewing/Updating Life Insurance Beneficiaries

Log into Plan Source. In the black left menu column, under Profile, select “My Beneficiaries”



The life insurance policies you are enrolled in will be listed. Select “Show Active Beneficiaries”

**unum** District Paid Life Insurance      Coverage amount: \$10,000.00      Allocation Total: 0%

Show Active Beneficiaries      Total Number: 0

Primary Beneficiaries

Name of Person, Entity, or trust	Relationship	Allocation
<a href="#">+ Add Beneficiary</a>	Allocation Total must equal 100%	0%

Secondary Beneficiaries (optional)

Name of Person, Entity, or trust	Relationship	Allocation
<a href="#">+ Add Beneficiary</a>	Allocation Total must equal 100%	0%

You may add a beneficiary, delete a current beneficiary, or split amounts. When completed, the allocation total should be 100%

**unum** District Paid Life Insurance      Coverage amount: \$10,000.00      Allocation Total: 100%

Save your changes. There are no required documents for updating beneficiaries.