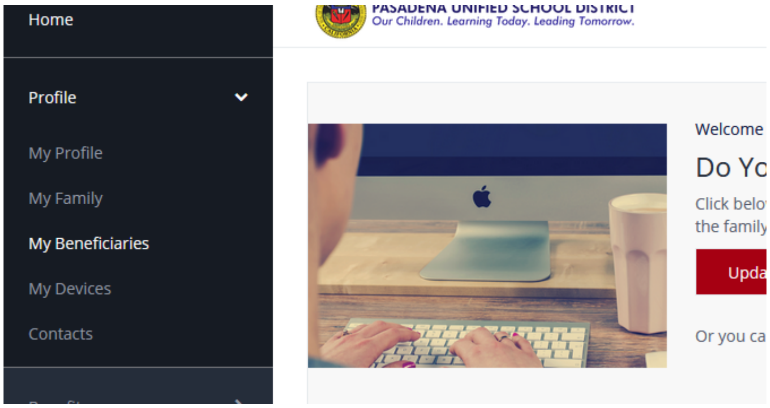
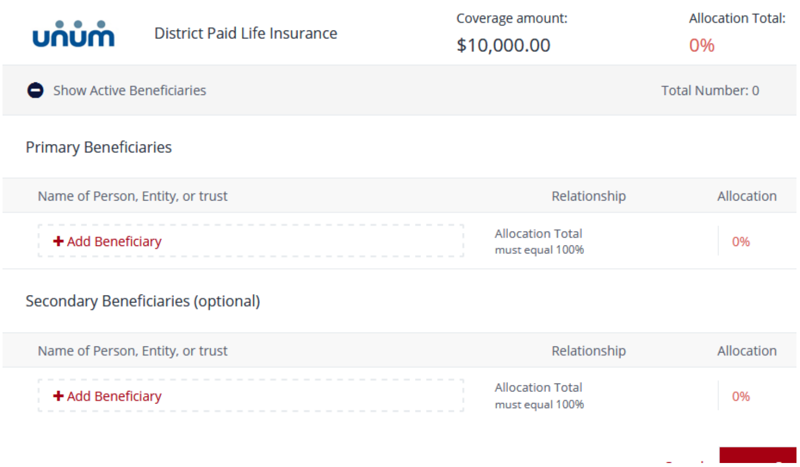
<u>Viewing/Updating Life Insurance Beneficiaries</u>

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”



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

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