

13. **Optional but strongly advised:** Once your benefits have been finalized, you are encouraged to designate at least one beneficiary for any Life insurance policies in which you are enrolled.

Option 1: Designating a Beneficiary who is already a dependent for you

- MyHR
- + Benefits
- My Benefits
- Double-Click applicable benefit (i.e. Basic Life, Supplemental Life)
- Add
- Select individual
- Provide individual's required information for beneficiary designation *
- Submit

Option 2: Designating a Beneficiary who is not a dependent (parent, friend, etc.)

- MyHR
- + Benefits
- Dependents And Beneficiaries
- Add Beneficiary
- Provide individual's required information for beneficiary designation *
- Submit
- Return to My Benefits tab
- Double-Click applicable benefit (i.e. Basic Life, Supplemental Life)
- Add
- Select individual
- Provide individual's required information for beneficiary designation *
- Submit

14. You will receive ID cards within approximately 2 weeks of your enrollment being **finalized**.

Monitor your paystub once your benefits are set to begin, to ensure that your benefits deductions reflect the elections made.