Adding or Designating a Beneficiary

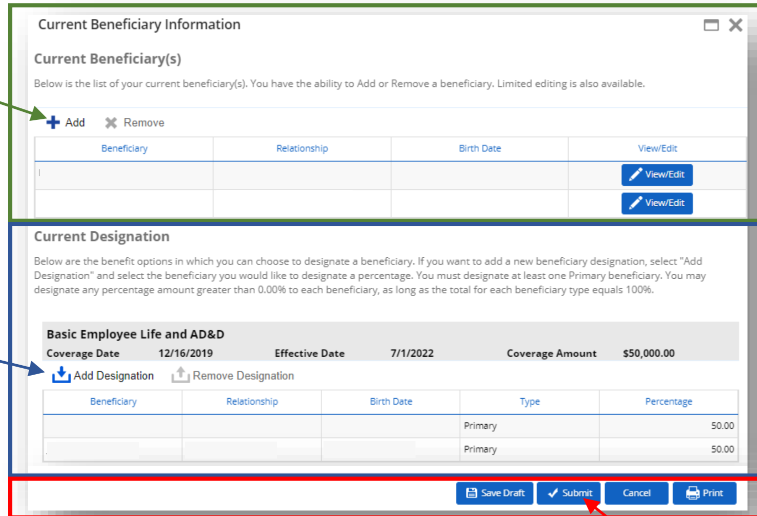
1. Log into MyEconnect

Locate the “Forms” Section by clicking on the icon located in the blue section at the top of your screen.

2. Under the Benefits header, locate the “Current Beneficiary Information” form. When you click on the document, it will open a pop-up. From here, you can either add a new beneficiary or change an existing beneficiary.

To add a new beneficiary, click the Add button. See Pop-Up 1A instruction below.

After the individual is added as a beneficiary, you can change the designation on your coverage. Click Add Designation. See Pup-Up 2A instruction below.



Instruction 2B - In the main Beneficiary Form window you will see the newly designated individual appear on the list of current designations. You will need to designate their type:

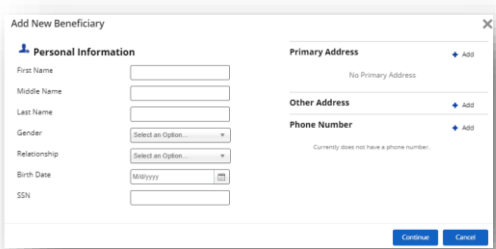
Primary – will receive any payouts first

Contingent – will receive funds only if primary designated individual has passed prior to payout.

Then set the percentage for each individual. You can designate more than one primary as long as the total percentage equals 100%. The same applies to more than one contingent designation, the total percentage must equal 100%..

Once you are finished, double check your information. You must click Submit at the bottom of the form to complete the changes. Human Resources will be notified that you submitted the form. The Coordinator of Employee Benefits & Compensation will review and approve the submission.

Pop-Up 1A - In the new window (shown below) you can enter necessary information for the new beneficiary. Be sure to enter all information including full date of birth and full social security number. Verify the information then click Continue at the bottom of the window.



Pop-Up 2A - In the new pop-up, you will see a list of beneficiaries not yet designated on the coverage. Select the individual you wish to designate.

See further instruction above (2B).