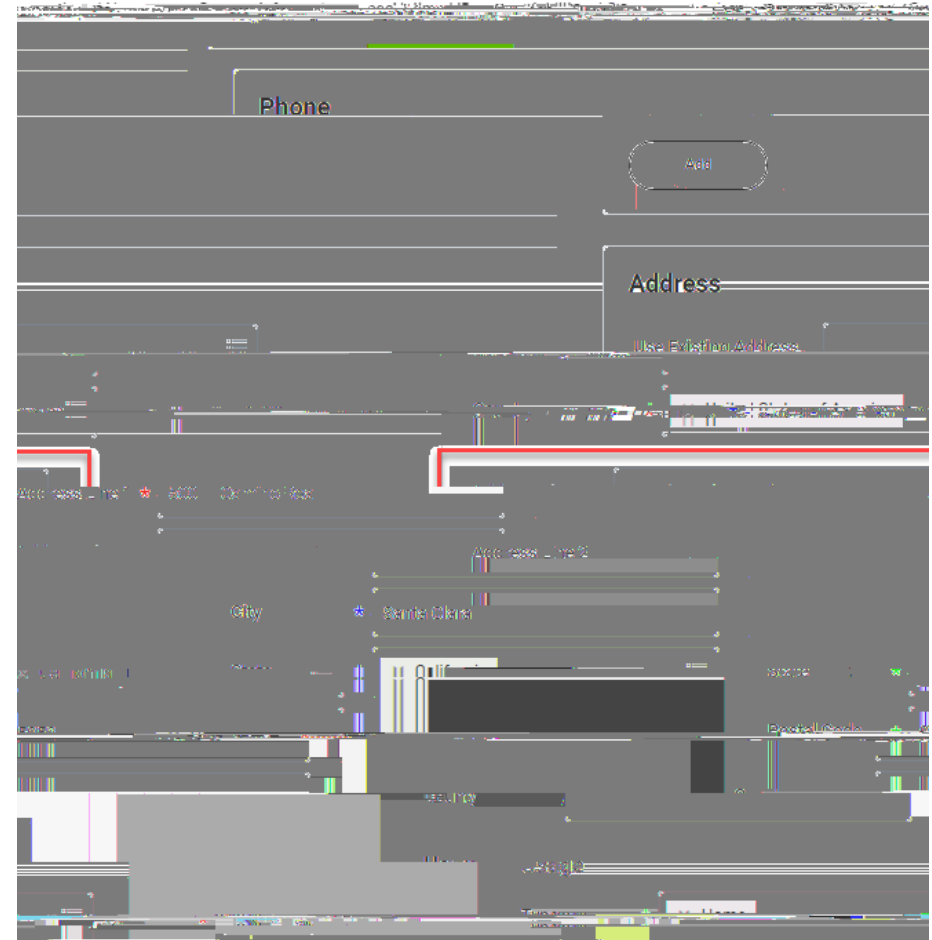
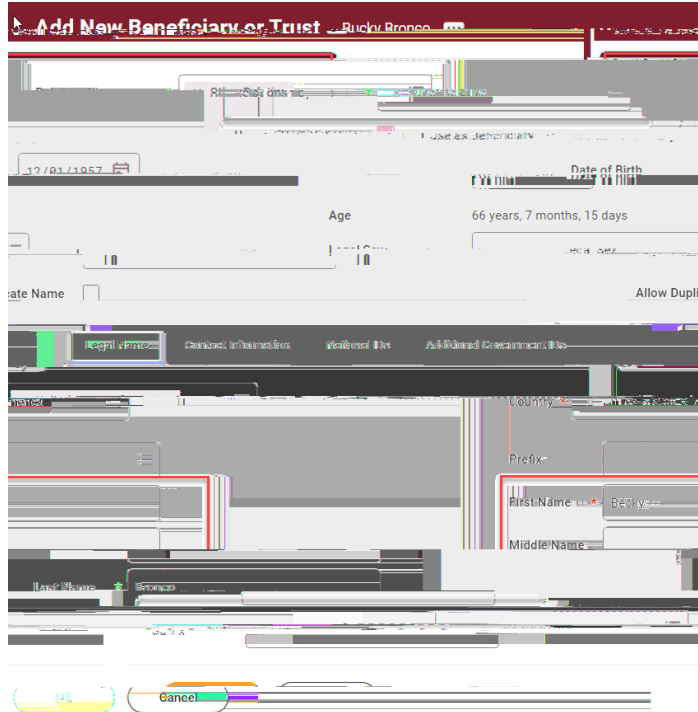


6. Click **Add Icon** In Beneficiary column to add beneficiary.
7. Click **Add Icon** In Beneficiary column to add beneficiary.
8. Click the **Prompt Icon** and select **Add New Beneficiary or Trust**
9. In the pop up window select if you are adding a **New Beneficiary** or **New Trust**.
10. Enter **all** required information, denoted by an asterisk.



11. Click **OK** when done.
12. Make sure to add percentage that you are designating for this beneficiary/trust.
13. If adding more than one beneficiary to a plan, click the **Add Icon** to repeat the process. If you are adding more than one beneficiary, the total percentage must equal 100%.
14. Click **Save** when done.
15. When all changes complete you will be brought to the main page with a confirmation message about actions taken. Either update other plans or if done click **Review and Submit**.
16. Review your benefit elections and beneficiaries. Check off the **I Agree** box to provide an electronic signature confirming your changes.

17. Click **Submit**. This will finalize your Open Enrollment Benefits.