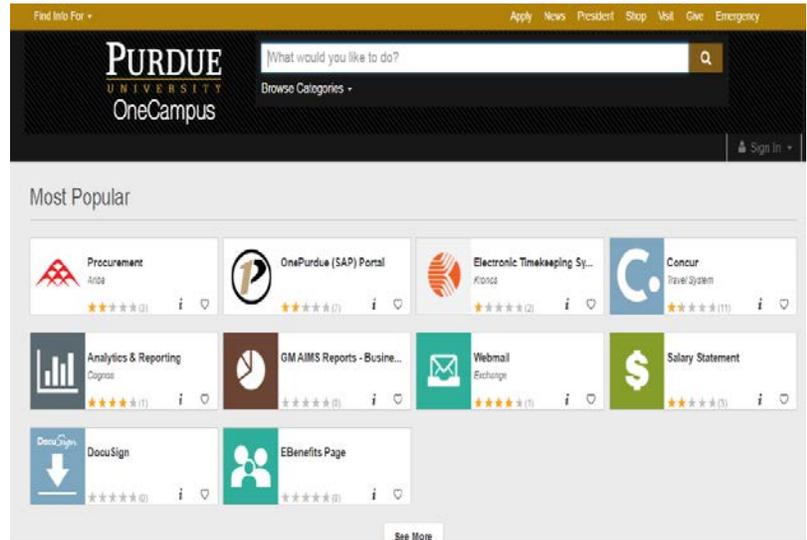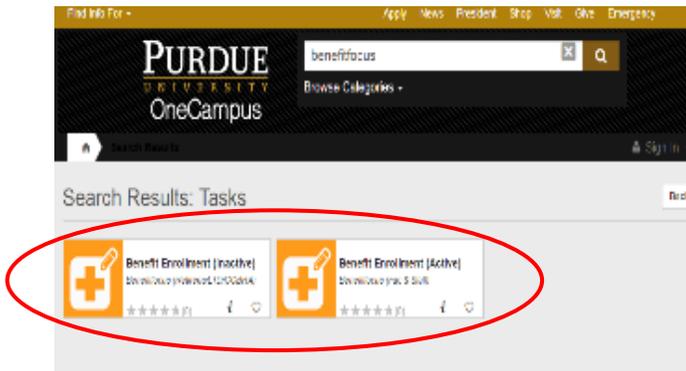# Benefitfocus Detailed Add/Change Life Insurance Beneficiary Instructions

1. Visit the One Campus Portal at one.purdue.edu, select the "**Benefit Enrollment (Active)** – *Benefitfocus (Faculty/Staff/Grad Staff)*" button.

   **Tip:* To narrow your options, type "Benefitfocus" in the search box at the top of the page.

2. Once logged in, you will see a personalized welcome page. From this page, you can access benefit plan information, forms and your personal enrollment details.

   To enter your life insurance beneficiary information, click on the "To Enroll, Make a Change, and View Your Benefits CLICK HERE" gold button located at the top right of your screen.

   NOTE: For instructions on updating HSA and retirement plan beneficiaries, visit: http://www.purdue.edu/hr/Benefits/retirees/beneficiary_management.php.
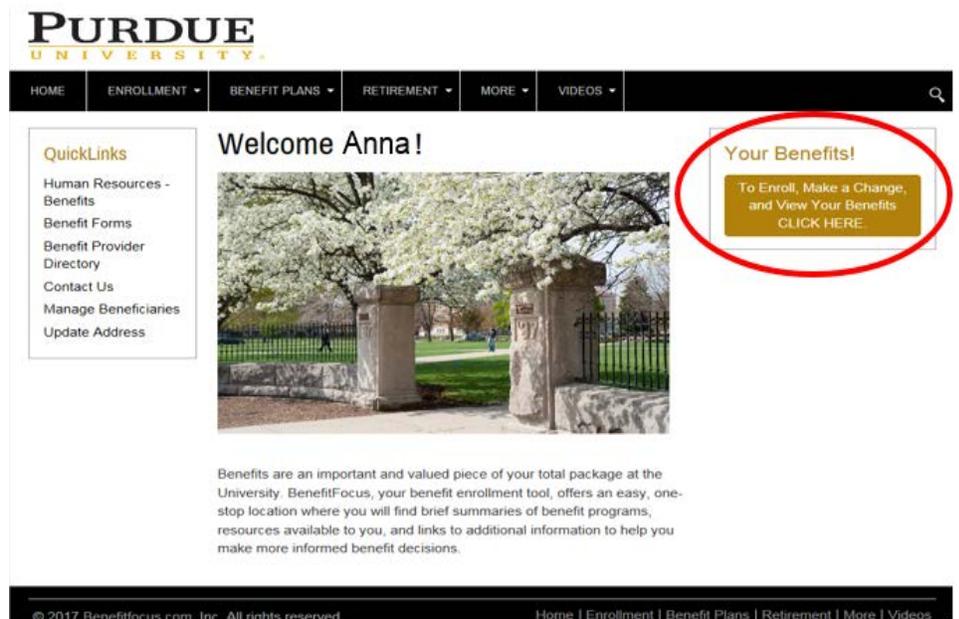
3. On the "Manage Your Benefits" page, under "Benefits Snapshot" scroll to the bottom and select "Additional Benefits **>**".

4. Next you will see the "Enrollment Complete!" page. This page houses your current benefit elections, dependents covered, premiums you pay, and your beneficiaries for the following plans: Term Life insurance, Accidental Death & Dismemberment (AD&D) insurance and Critical Illness insurance (if applicable).

To enter life insurance beneficiaries for your Term Life and AD&D plans, scroll down to "Your Life Coverage - Basic Employee Term Life" to begin. Click "Add" next to "Beneficiaries".

5. From the "Current Benefits" page you will be directed to the "Life: Beneficiary information" page; click "Add Beneficiary."

6. Select the "Beneficiary Type". Choose from Person, Organization, Trust, or Estate, then select "Next."

7. Select from the pre-populated list of dependents. If you are choosing a beneficiary that is not already listed as a dependent, select "Enter New beneficiary" and add the new beneficiary's details.

8. Once you have named your beneficiary, click the box under "Use" to choose the named beneficiary. Select "Primary Beneficiary" or "Secondary (Contingent) Beneficiary" from the drop down box under "Beneficiary Type". Then set the "Allocation Percentage". Once you've set the allocation percentage, select "Add Beneficiary" to name additional beneficiaries, then click "Next".

Note: The allocation percentage must equal 100% across all primary beneficiaries; the allocation percentage must also equal 100% for secondary beneficiaries.

9. Repeat steps 7-10 to "Add" your beneficiaries for the AD&D life insurance plan (and Critical Illness insurance plan, if applicable). Once you've added your beneficiary information, you will be taken to the summary page.

On this page, under both the (Term) Life and AD&D insurance sections, click "Show Details" to see the beneficiaries you've named and, if you choose, select "Edit" next to "Beneficiaries" to make any changes.

10. Once you verify the information is entered correctly, scroll to the bottom of the page and click "Save".

11. After saving, you will be directed back to the main welcome page.