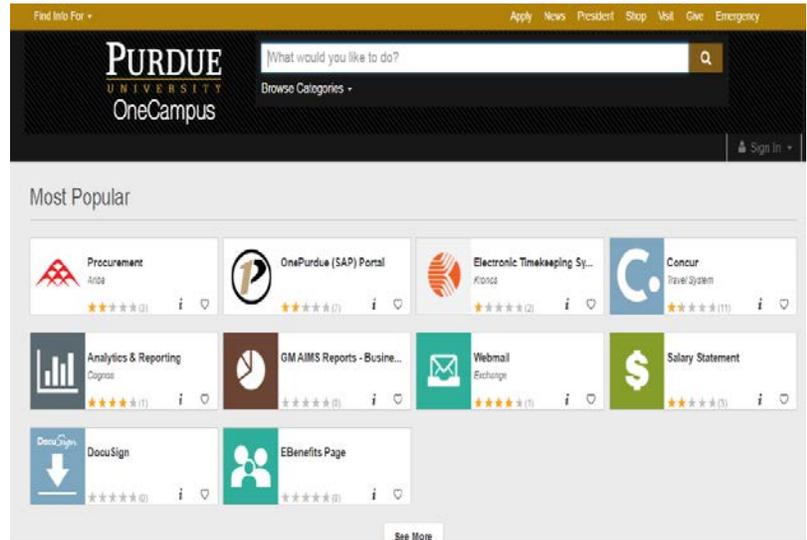
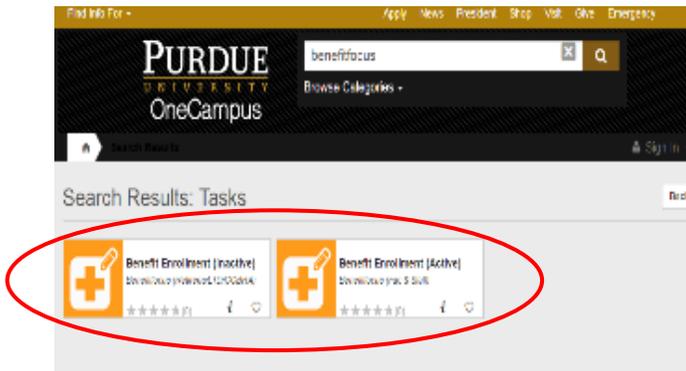


Benefitfocus Detailed Add/Change Life Insurance Beneficiary Instructions

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.

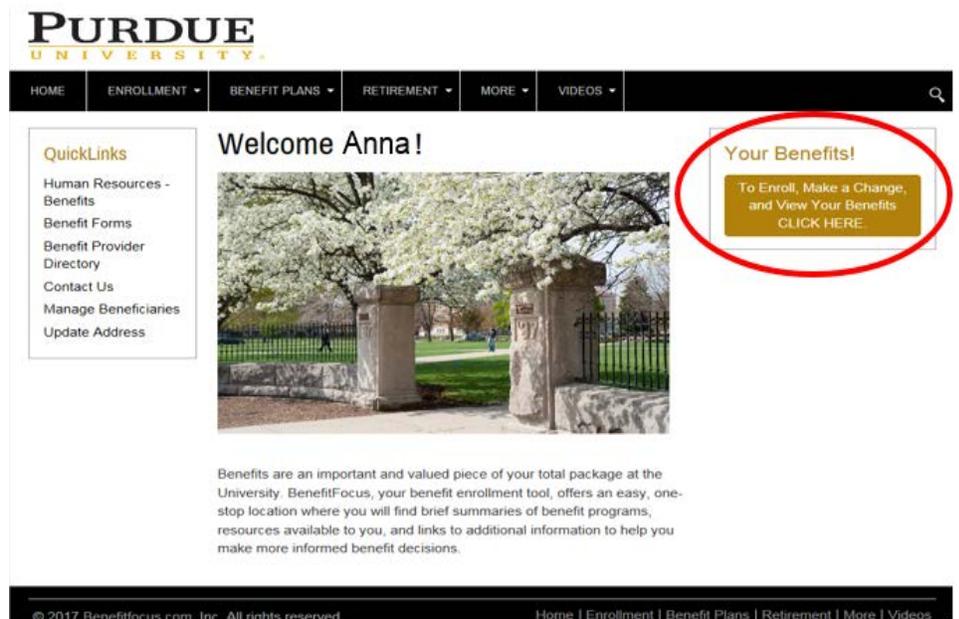


2. Once logged in, you will see a personalized welcome page. From this page, you can access benefit plan information, forms and your personal enrollment details.

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.



- On the “Manage Your Benefits” page, under “Benefits Snapshot” scroll to the bottom and select “Additional Benefits >”.

PURDUE UNIVERSITY

Home Profile Benefits Dependents Questionnaire

MANAGE ACCOUNT
 Login Information
 My Documents
 View HSA Contribution
 Life Change

QUICK LINKS
 Learning Center
 High Contrast Mode

Manage Your Benefits

To make the best of your benefit offerings, please remember:

- This enrollment site will help you compare your benefit plan options and costs, manage your beneficiary information, and submit required documents.
- If you have a qualifying life event during the plan year, you may be allowed to make a corresponding change in your benefits within 31 days of a life event, like birth, adoption, marriage or loss of other coverage. Evidence of the qualified life events and dependent verification is required.
- You can make changes at any time without a qualifying life event to the following: Health Savings Account (HSA) contributions, Term Life Insurance coverage level and your beneficiary information (Term Life, AD&D, and Critical Illness plans).
- When you enroll an eligible dependent, you must be able to provide a date of birth and Social Security Number. The Affordable Care Act (aka Health Care Reform) requires employers to send dependent social security numbers (SSN) to the IRS, along with their medical election. If your dependent does not have a SSN to enter, you may disregard this message.
- For general assistance, please contact Purdue Benefits via 765-494-2222 or hr@purdue.edu. If you have questions or concerns and need to share more personal details, please log in at www.purdue.edu/hrhelp using your Purdue career account to send a more secure message. (HR Help is a secure Web system that safeguards messages sent between the employee and Human Resources. It protects privacy at a higher level than ordinary email.)

[Edit your benefits >](#)

Benefits Snapshot

- Medical** \$188.75 Monthly
Purdue Health Plan Plus HSA 1 | Employee & Family | Effective as of 06/27/2017
- Pharmacy** \$0.00 Monthly
Pharmacy for Staff Plans | Employee & Family | Effective as of 06/27/2017
- Health Savings Account (HSA)** \$83.33 Monthly
Health Savings Account | Effective as of 01/01/2017
- Health FSA** Coverage Declined

+16 Additional Benefits >

Important Documents

- Employee Detail Report

- 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).

PURDUE UNIVERSITY

Enrollment Complete!

You have completed enrollment for the current benefit year. To make changes to any of your benefits, select "Edit coverage".

Your benefits

Your Medical coverage \$188.75 per month
Purdue Health Plan Plus HSA 1

Offered By: ANTHEM
 Effective Date: 06/27/2017
 Persons Covered: Janine C Gulbranson, Michael Gulbranson, Hunter Michael Gulbranson, Natalie Gulbranson

[Edit coverage](#) [Show Plan Details](#)

Your Pharmacy coverage \$0.00 per month
Pharmacy for Staff Plans

Offered By: Express Scripts
 Effective Date: 06/27/2017
 Persons Covered: Janine C Gulbranson, Michael Gulbranson, Hunter Michael Gulbranson, Natalie Gulbranson

Your Health Savings Account (HSA) coverage \$4,749.99 per benefit year
Health Savings Account

Your Contributions:
 Employee Per Pay Period Contribution: \$83.33 Monthly (05/31/2017 - 07/31/2017), \$900.00 Monthly (08/31/2017 - 12/29/2017)
 Total Employee Ongoing Contribution: \$4,749.99 per benefit year
 Total Employee Contributions: \$4,749.99 per benefit year

Employer Contributions:
 Employer Ongoing Contributions: \$1,300.00 per benefit year
 Total Employer Contributions: \$1,300.00 per benefit year
 Total Employer and Employee Contributions: \$6,049.99 per benefit year

Offered By: PayFlex
 Effective Date: 01/01/2017
 Persons Covered: Janine C Gulbranson

[Save changes](#) [Return home](#)

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”.

PURDUE UNIVERSITY Anna Boller

Your Life coverage
Basic Employee Term Life \$0.00 per month

Offered By: Minnesota Life
Coverage Amount: \$64,000.00 (1.5 times salary up to \$500,000.00)
Effective Date: 03/01/2017
Persons Covered: Anna Boller
Beneficiaries: **Add**

Edit coverage

Your AD&D coverage
Basic Employee AD&D Insurance \$0.00 per month

Offered By: Minnesota Life
Coverage Amount: \$15,000.00
Effective Date: 03/01/2017
Persons Covered: Anna Boller
Beneficiaries: **Add**

Edit coverage

Save & Continue Return home

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

PURDUE UNIVERSITY Anna Boller

Profile Shop for benefits Confirm & Finish

Life: Beneficiary information

You have no beneficiaries either populated with their Beneficiary Type, allocation amount, and/or selected to be covered.

Note: When replacing an existing beneficiary with a new one, first deselect the beneficiary, add the new beneficiary, then adjust the allocation percentage accordingly.

Use	Name	Relationship	Date of Birth	SSN/ID	Beneficiary Type	Allocation %	Actions
Add Beneficiary							

Please Note:
Secondary beneficiaries will receive proceeds in the event that all primary beneficiaries are no longer living.

Next Previous Cancel

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

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UNIVERSITY.

Anna Boiler

Profile Shop for benefits Confirm & Finish

Life: Beneficiary information

Beneficiary type?

Please Note:
A beneficiary is a person, organization, trust, or estate designated by the certificate holder to receive proceeds from a policy when the certificate holder becomes deceased. You will be able to name multiple persons, organizations and/or trusts as primary and/or secondary beneficiaries and designate allocation percentages for each.

Person Estate
 Organization
 Trust

Next Previous Cancel

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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.

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Anna Boiler

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Life: Beneficiary information

Please choose an existing dependent if applicable, otherwise click next to enter a new beneficiary.

Enter New beneficiary

Dependents Eligible To Be Used As Beneficiaries

Use	Name	Relationship	Date of Birth
<input checked="" type="radio"/>	Pete Purdue	Child	01/03/2006
<input type="radio"/>	Purdue "Purdée" Boiler	Child	11/27/2008

Next Previous Cancel

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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.

Profile Shop for benefits Confirm & Finish

Life: Beneficiary information

Please select the beneficiaries for this benefit, specifying whether they are Primary or Secondary as well as the allocation percentage(s).

Note: When replacing an existing beneficiary with a new one, first deselect the beneficiary, add the new beneficiary, then adjust the allocation percentage accordingly.

Use	Name	Relationship	Date of Birth	SSN/ID	Beneficiary Type	Allocation %	Actions
<input checked="" type="checkbox"/>	Pete Purdue	Child	01/03/2006	999-99-9999	—Please Select—		Edit

Add Beneficiary

Please Note:
Secondary beneficiaries will receive proceeds in the event that all primary beneficiaries are no longer living.

Next Previous Cancel

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.

PURDUE UNIVERSITY Anna Boller

Life

Basic Employee Term Life

Offered By: Minnesota Life
 Coverage Amount: \$64,000.00 (1.5 times salary up to \$500,000.00)
 Effective Date: 03/01/2017
 Coverage Amount: \$64,000.00
 You Pay: \$0.00 per month

Beneficiaries Edit
 Show details >

Edit to Change Benefit

AD&D

Basic Employee AD&D Insurance

Offered By: Minnesota Life
 Coverage Amount: \$15,000.00
 Effective Date: 03/01/2017
 Coverage Amount: \$15,000.00
 You Pay: \$0.00 per month

Beneficiaries Add

Cost Summary

This is a summary of your current benefit elections.

Benefit Elections (11 items)

Monthly	
Medical	\$27.83
Pharmacy	\$0.00
Vision	\$0.00
Dental	\$46.08
Life	\$0.00
AD&D	\$0.00
Voluntary Life	\$4.74
Voluntary AD&D	\$2.00
Voluntary Child Life	\$1.50
Voluntary Child AD&D	\$1.00
Long-Term Disability	\$10.27
Monthly Total	\$93.52

Tax Advantage Accounts (2 items)

Monthly Contributions	
Health Savings Account (HSA) Employee Contribution	\$440.19
Health Savings Account (HSA) Employer Contribution	-\$108.33
Monthly Contributions Total	\$548.52

You Pay

Monthly Total	\$533.71
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10. Once you verify the information is entered correctly, scroll to the bottom of the page and click "Save".

The screenshot shows the Purdue University benefits enrollment interface. At the top left is the Purdue University logo. At the top right, the user's name 'Anna Boller' is displayed with a dropdown arrow. Below the header is a dark navigation bar with a shopping cart icon. The main content area features a white box titled 'Voluntary ADD Child' containing the following details: 'Offered By: Minnesota Life', 'Coverage Amount: \$50,000.00', 'Effective Date: 03/01/2017', 'Coverage Amount: \$50,000.00', and 'You Pay: \$1.00 per month'. Below this information is a black button labeled 'Edit to Change Benefit'. A light blue informational box contains text about declining coverage and enrolling dependents. At the bottom of the page, there are two buttons: 'Save' and 'Cancel'. A red arrow points to the 'Save' button, which is also circled in red.

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

The screenshot shows the Purdue University main welcome page. At the top left is the Purdue University logo. At the top right, the user's name 'Anna Boller' is displayed with a dropdown arrow. Below the header is a dark navigation bar with a hamburger menu icon. The left sidebar contains navigation links: 'Home', 'Dependents', 'Questionnaire', 'MANAGE ACCOUNT' (with sub-links for 'Login Information', 'My Documents', 'View HSA Contribution', 'Life Change'), and 'QUICK LINKS' (with sub-links for 'Learning Center' and 'High Contrast Mode' which is currently 'OFF'). The main content area is titled 'Manage Your Benefits' and includes a sub-header 'Anna-Caroline, to make the best of your benefit offerings, please remember:'. Below this is a list of five numbered instructions. At the bottom of this section is a yellow 'Get started >' button. Below the instructions is a section titled 'Important Messages for You' with a warning icon and the message: 'You have new benefits being offered to you: You may elect Open Enrollment benefits.'