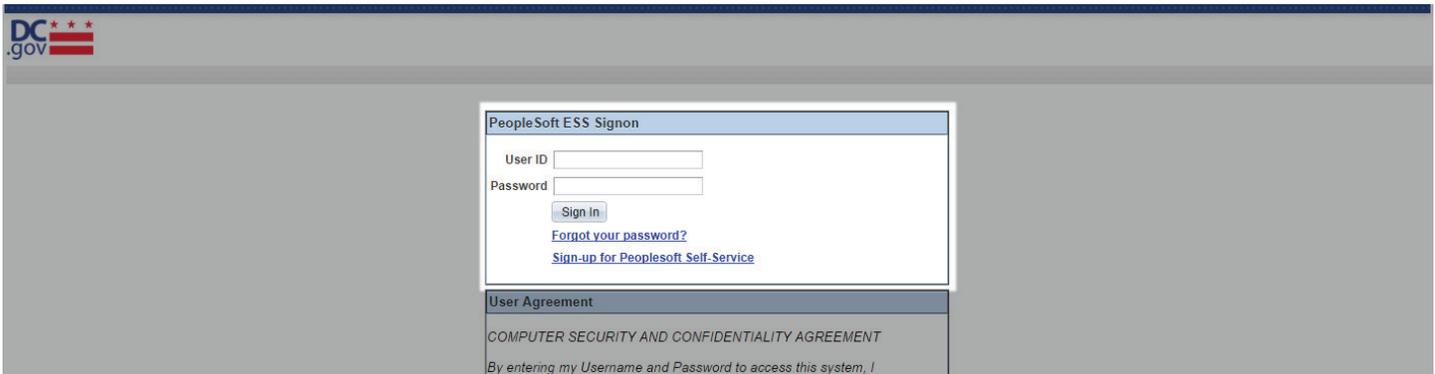


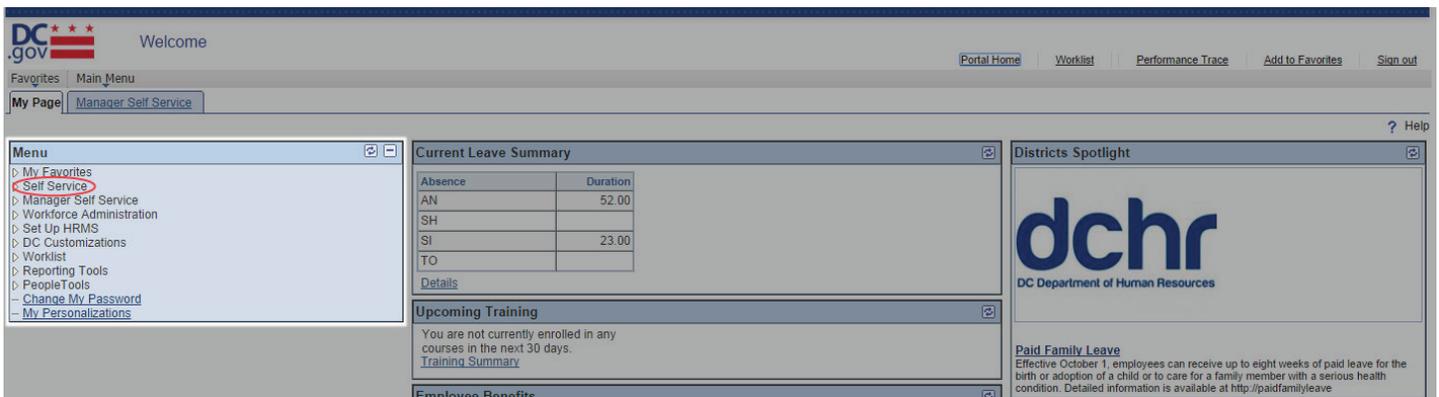
How to Add and/or Change Beneficiaries When Enrolling in Life Insurance

1 Log in to **Employee Self Service (ESS)** at <https://ess.dc.gov>.

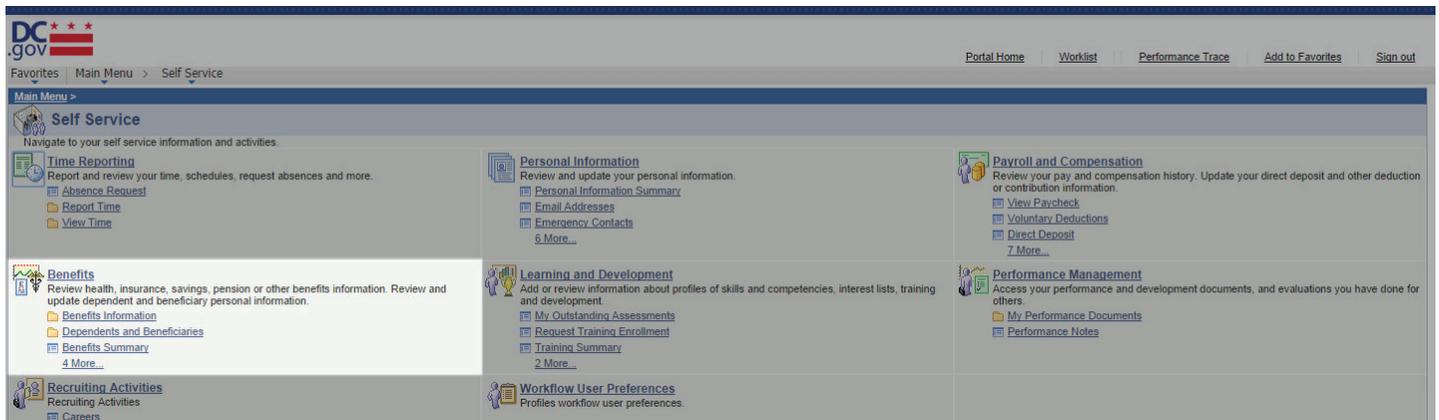
Please Note: Employee Self Service (ESS) is accessible on **any computer with an internet connection**. Computers are also available for employee use at the DCHR Customer Care Center, which is located at 441 4th Street, NW in the Lobby level of 1 Judiciary Square.



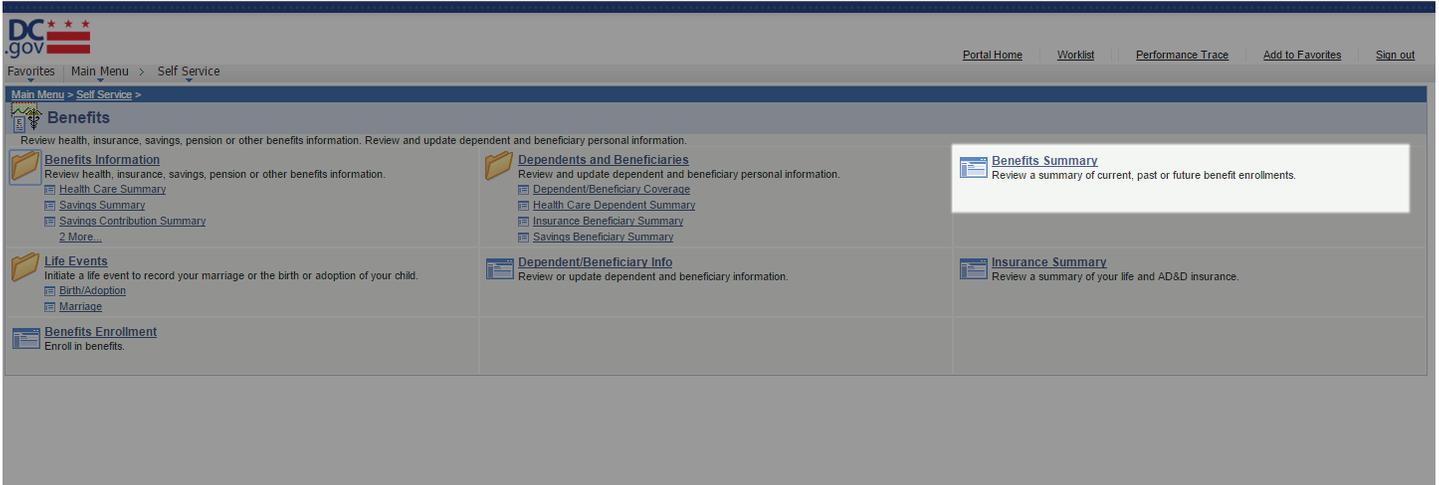
2 From the Main Menu, **select Self Service** under the Menu options on the upper-left side.



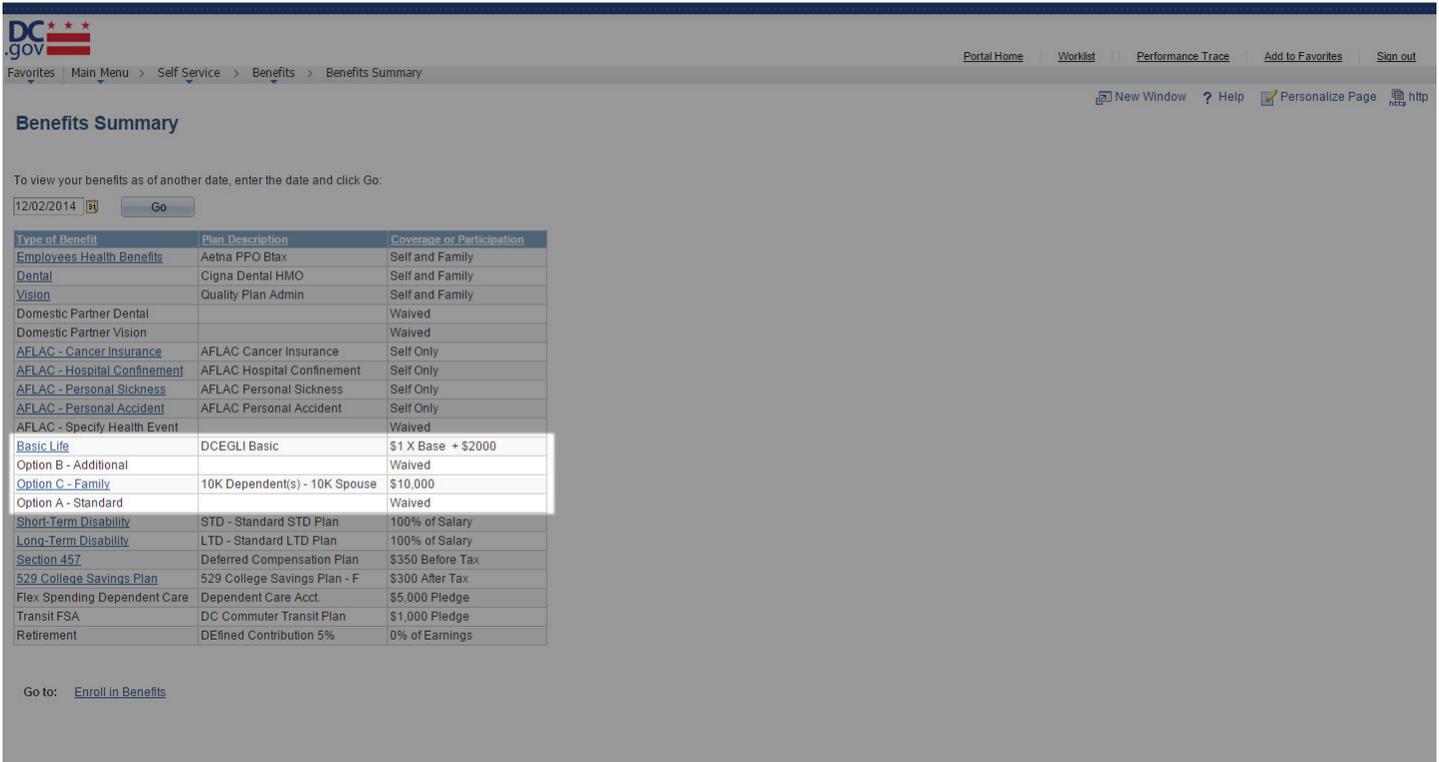
3 On the Self Service page, **select the Benefits option** on the left side, second row.



4 On the Benefits page, select the **Benefits Summary** option on the right side.



5 On the Benefits Summary page, select the **benefit option** for which you would like to add a beneficiary.



- 6** You will now be able to review your current beneficiaries, if any. **Select Edit to add a new beneficiary** or change your current beneficiary allocations. **Select the beneficiary's name** (if applicable) to edit the individual's personal information.

DC.gov

Portal Home | Worklist | Performance Trace | Add to Favorites | Sign out

Navigation: Favorites | Main Menu > Self Service > Benefits > Benefits Summary

Links: [New Window](#) | [Help](#) | [Personalize Page](#) |

Basic Life

Brentton Wolfingbarger
To view your benefits as of another date, enter the date and click Go:

12/01/2014

Basic Life

Plan Name: DCEGLI Basic
Plan Provider: [STANDARD INSURANCE COMPANY](#)
Coverage Level: \$1 X Base + \$2000
Group Number: STAND. INS
Customer Service: Ext:

Covered Beneficiaries

Click Edit to change your current beneficiary allocations. Click the beneficiary's name to edit the individual's personal information.

Name	Relationship	Primary Allocation	Secondary Allocation
Wolfingbarger, Camilla Linda	Spouse	100%	
Wolfingbarger, Reagan Linda	Child		50%
Wolfingbarger, Titus Wade	Child		50%

[Return to Employee Benefit Summary](#)

- 7** To change allocations for your current beneficiaries, **choose an Allocation Type** and enter an amount or percent. **Select Add a New Beneficiary** to add a new beneficiary.

Please Note: An individual cannot be designated as **both** a primary and secondary beneficiary.

DC.gov

Portal Home | Worklist | Performance Trace | Add to Favorites | Sign out

Navigation: Favorites | Main Menu > Self Service > Benefits > Benefits Summary

Links: [New Window](#) | [Help](#) | [Personalize Page](#) |

Change Current Beneficiaries and Allocations

Basic Life DCEGLI Basic

Brentton Wolfingbarger
To change the allocations for your current beneficiaries, choose an Allocation type. An individual can not be both a primary and a secondary beneficiary. Enter an amount or percent. Click Add a New Beneficiary to add a new beneficiary.

Allocation Type

Enter Primary Allocations as:

Enter Secondary Allocations as:

Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
Camilla Linda Wolfingbarger	Spouse	100		<input type="text"/>	<input type="text"/>
Reagan Linda Wolfingbarger	Child		50	<input type="text"/>	<input type="text"/>
Titus Wade Wolfingbarger	Child		50	<input type="text"/>	<input type="text"/>
test test1 test last name	Friend			<input type="text"/>	<input type="text"/>
grand child	Grandchild			<input type="text"/>	<input type="text"/>
test trace	Great Grandchild			<input type="text"/>	<input type="text"/>
test test2	Child			<input type="text"/>	<input type="text"/>

0 0

[Add a New Beneficiary](#)

[Return to Life Insurance Main 2x](#)

8 Complete your new beneficiary's personal information and select Save.

The screenshot shows a web form titled "Dependent/Beneficiary Personal Information" on the DC.gov portal. The form is divided into three main sections: Personal Information, Status Information, and Address and Telephone. The Personal Information section includes fields for First Name, Middle Name, Last Name, Name Prefix, Name Suffix, Gender (set to Male), Date of Birth, SSN (with a note "(Social Security Number)"), and Relationship to Employee. The Status Information section includes dropdowns for Marital Status (Single), Student (No), Disabled (No), and Smoker (No), each with an "As of" date field. The Address and Telephone section has a checked checkbox for "Same Address as Employee" and a "Country" dropdown set to "United States". The form is set against a grey background with a navigation bar at the top.

Click: Save once you have added your Dependent/Beneficiary's personal information. This information will go into effect as of Dec 1, 2014.

Personal Information

*First Name:
Middle Name:
*Last Name:
Name Prefix:
Name Suffix:
*Gender: Male
Date of Birth:
SSN: (Social Security Number)
*Relationship to Employee:

Status Information

*Marital Status: Single As of:
Student: No As of:
Disabled: No As of:
Smoker: No As of:

Address and Telephone

Same Address as Employee
Country: United States
Address:

Important: These changes only affect your life insurance beneficiaries. Beneficiaries for other plans will need to be updated individually.

Some benefits, including the 401a Defined Contribution Pension Plan and Section 457 Deferred Compensation Plan, may have beneficiaries that will need to be added and/or updated outside of Employee Self Service.

For more information and corresponding forms, please visit

<http://dchr.dc.gov/page/retirement-and-beneficiary-forms> or contact the DCHR Benefits Administration:

Phone: (202) 442-7627

Email: dchr.benefits@dc.gov