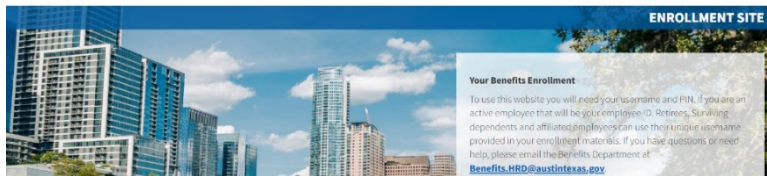


How to Designate or Update Your Beneficiary

1. Go to: www.benselect.com/coa



selerix



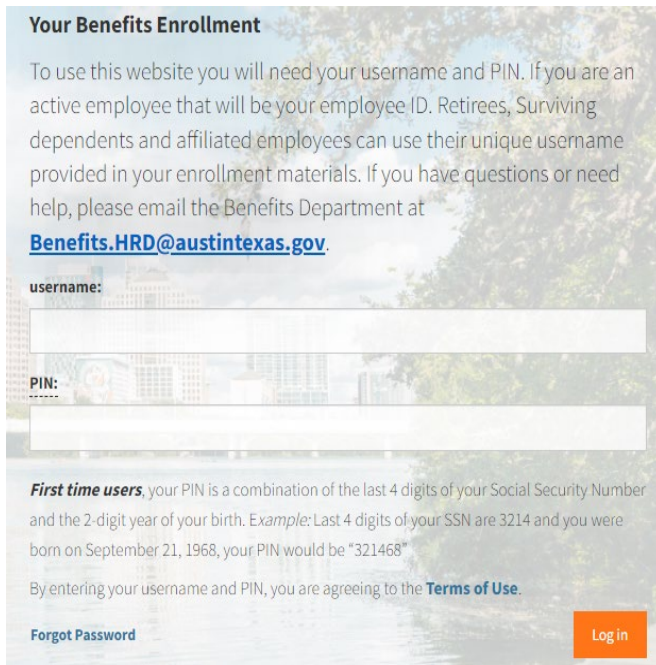
2. Enter Username and PIN. **Select Log in.**

Username:

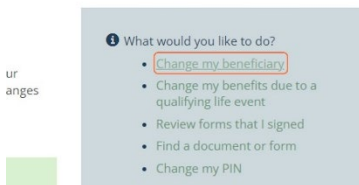
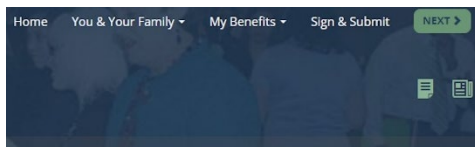
- **Active employees** – Employee ID Number
- **Retirees** – First 3 digits of first name, first 3 digits of last name and last 4 digits of social security number.

PIN:

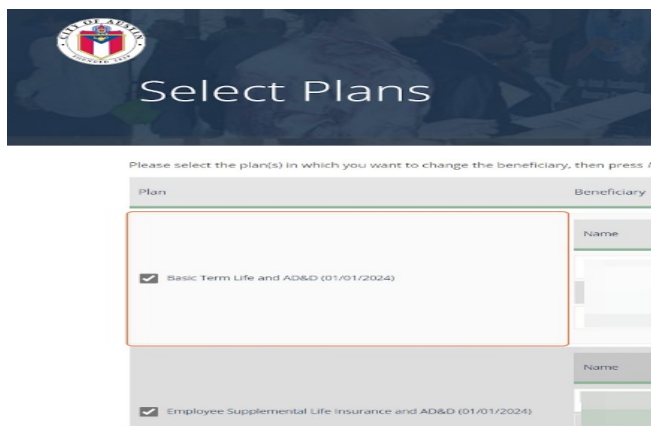
- **First time user** - Last 4 digits of your Social Security Number and the 2-digit year of your birth. *Example:* Last 4 digits of your SSN are 3214 and you were born on September 21, 1968, your PIN would be “321468”
- **Returning User** – Your unique PIN.



3. **Select Change my Beneficiary.**



4. **Select Plans and Select Next.**



5. Choose the Relationship to your Beneficiary from the drop-down menu and enter their information.
Select Save.

Relationship: <Choose Relationship>

Name:
First MI Last Suffix

DOB:

SSN:

Gender: Male Female Other

Address: Same as employee

USA Country

5821 Welsh Way Street

Street (cont.)

Del Valle TX 78617
City State Zip

Type: Primary

Relationship: <Choose Relationship>

6. Under the “Primary” column, you can modify the percentage for your primary beneficiaries.

	Primary	Contingent	
Spouse	<input checked="" type="checkbox"/> <input type="text"/> 100%	<input type="checkbox"/> <input type="text"/> 0%	
Child	<input type="checkbox"/> <input type="text"/> 0%	<input checked="" type="checkbox"/> <input type="text"/> 50%	
Child	<input type="checkbox"/> <input type="text"/> 0%	<input checked="" type="checkbox"/> <input type="text"/> 50%	
	<input type="checkbox"/> <input type="text"/> 0%	<input type="checkbox"/> <input type="text"/> 0%	

7. Under the "Contingent" column, you can modify the percentage for your secondary beneficiaries.
Select Next.

Relationship	Primary	Contingent	
Spouse	<input checked="" type="checkbox"/> <input type="text" value="100%"/>	<input type="checkbox"/> <input type="text" value="0%"/>	<input type="text"/>
Child	<input type="checkbox"/> <input type="text" value="0%"/>	<input checked="" type="checkbox"/> <input type="text" value="50%"/>	<input type="text"/>
Child	<input type="checkbox"/> <input type="text" value="0%"/>	<input checked="" type="checkbox"/> <input type="text" value="50%"/>	<input type="text"/>
	<input type="checkbox"/> <input type="text" value="0%"/>	<input type="checkbox"/> <input type="text" value="0%"/>	<input type="text"/>

8. Enter your PIN.

9. Confirm your changes by **Selecting the checkmark.**