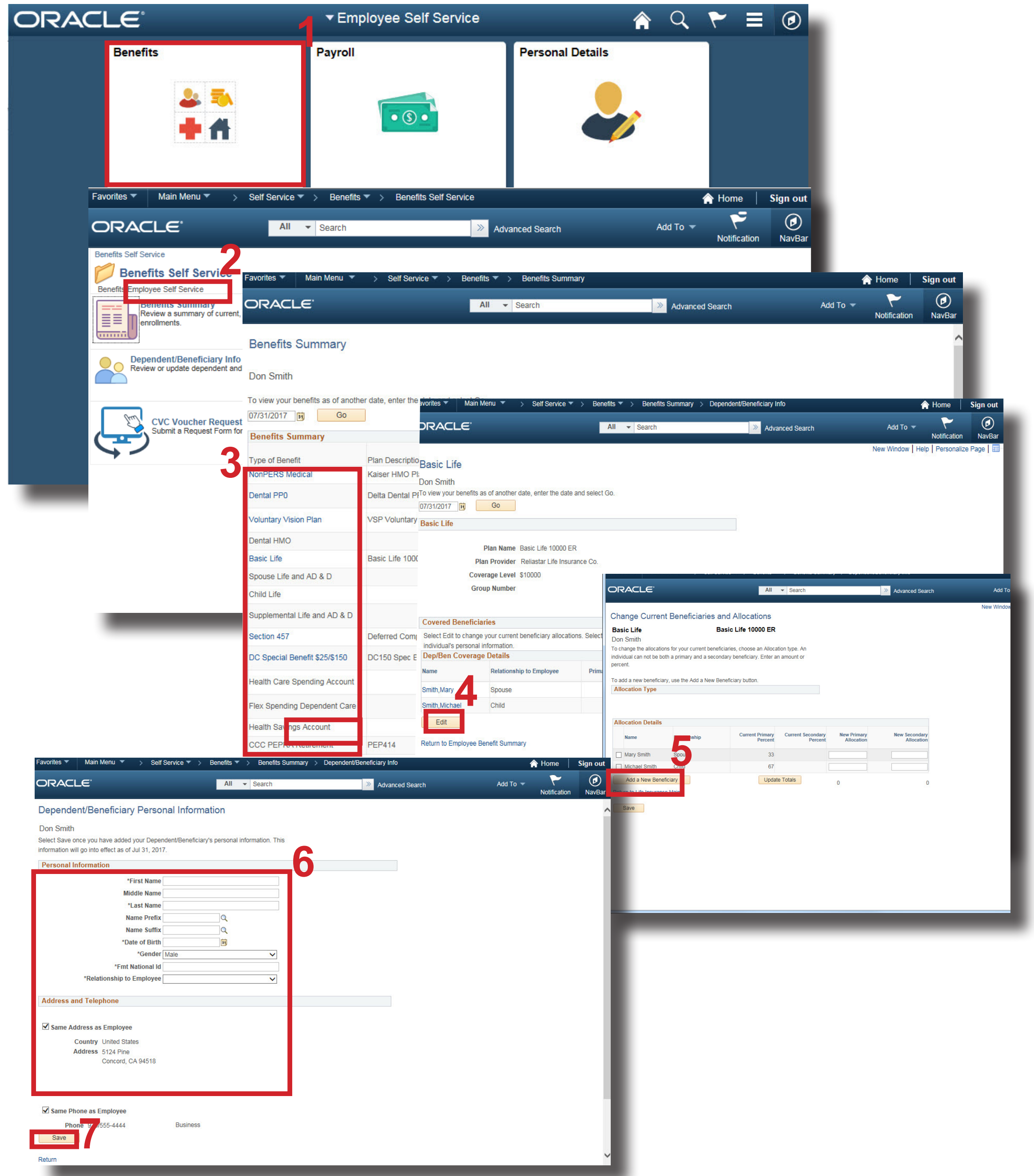
Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Adding a Beneficiary

1. Click the **Benefits** tile on the **Employee Self Service** home page.
2. Click the **Benefits Summary** link on the **Benefits Self Service** page.
3. Click a link for a life insurance or deferred compensation plan in the **Benefits Summary** table
4. Click the **Edit** button in the **Covered Beneficiaries** section on the **Plan Details** page.
5. Click the **Add Beneficiary** button link
6. Enter information about the beneficiary on the **Dependent/Beneficiary Personal Information** page
7. Click the **Save** button.



Note

The beneficiary you add may also be a dependent, depending on his/her relationship to you. You can adjust allocations to include the new beneficiary. You cannot enroll the dependent/beneficiary in a medical, dental, or vision plan outside of a life event or enrollment.

You can add a beneficiary only from life insurance and deferred compensation pages.