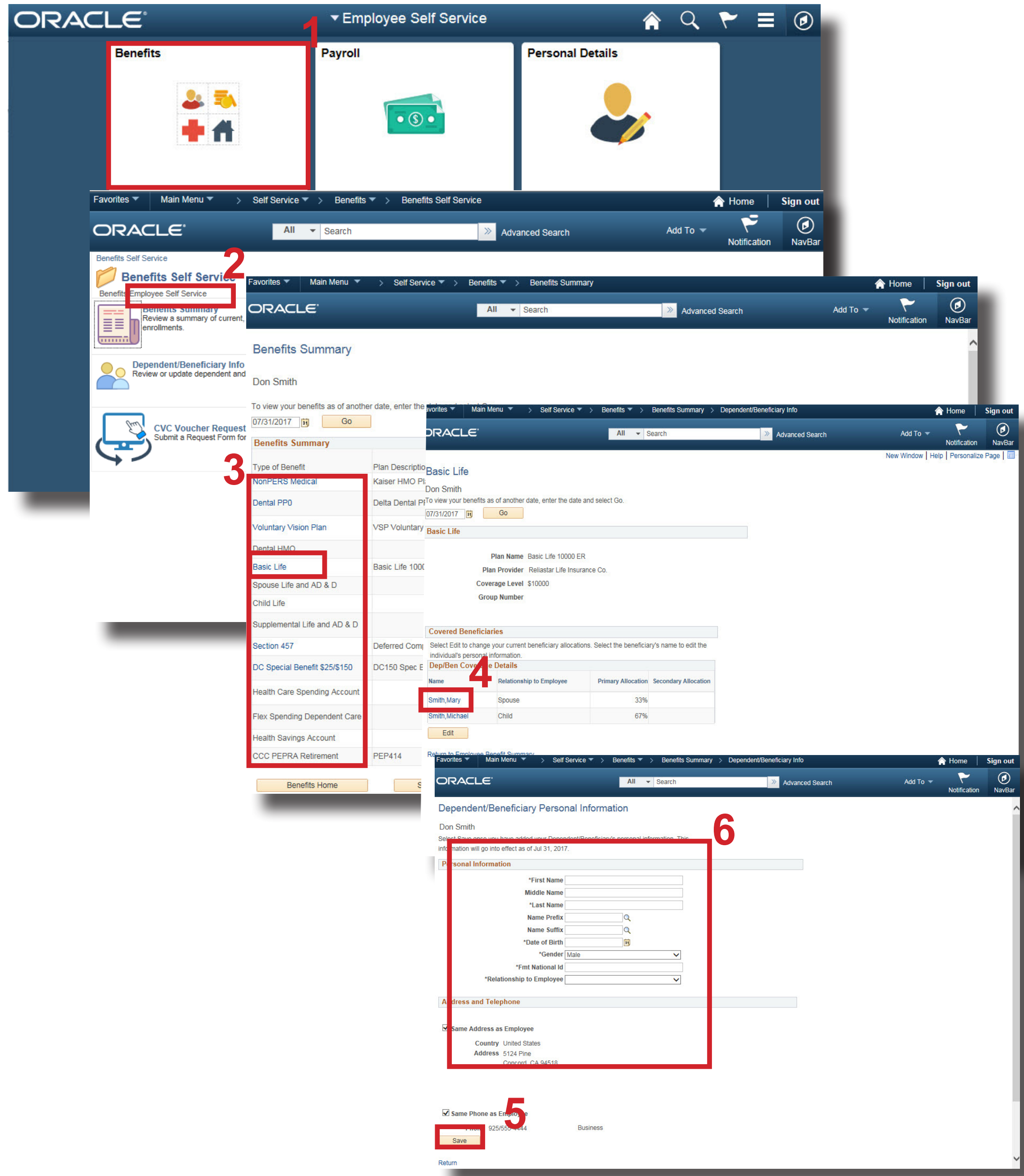
Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Editing 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 on the **Name** of the beneficiary in the **Dep/Ben Coverage** grid
5. Click the **Edit** button on the **Dependent/ Beneficiary Personal Information** page
6. Edit information about the beneficiary
7. Click the **Save** button.



Note

You can edit address and phone information for all dependents/beneficiaries. If the value in the **Relationship to Employee** field is Spouse or Domestic Partner, you can also edit the value in this field. For all others this field is display only. You cannot edit the value in it.

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Dependent/ Beneficiary Info

1. Click the **Dependent/Beneficiary Info** link
2. Click on a name in the **Dependent and Beneficiary Information** grid
3. Click the **Edit** button
4. Edit information on the **Dependent/ Beneficiary Personal Information** page
5. Click the **Save** button
6. Click **OK** on the Confirmation page

Enrollment

1. Click on the **Add/Review Dependents** or the **Add/Review Beneficiaries** button
2. Click on a name in the **Dependent and Beneficiary Information** grid on the **Add/Review Dependent/Beneficiary** page
3. Click the **Edit** button
4. Edit information on the **Dependent/ Beneficiary Personal Information** page
5. Click the **Save** button
6. Click OK on the **Confirmation** page

Life Event

1. Click on a name in the **Dependent and Beneficiary Information** grid on the **Add/Review Dependent/Beneficiary** page
2. Click the **Edit** button
3. Edit information on the **Dependent/ Beneficiary Personal Information** page
4. Click the **Save** button
5. Click **OK** on the Confirmation page