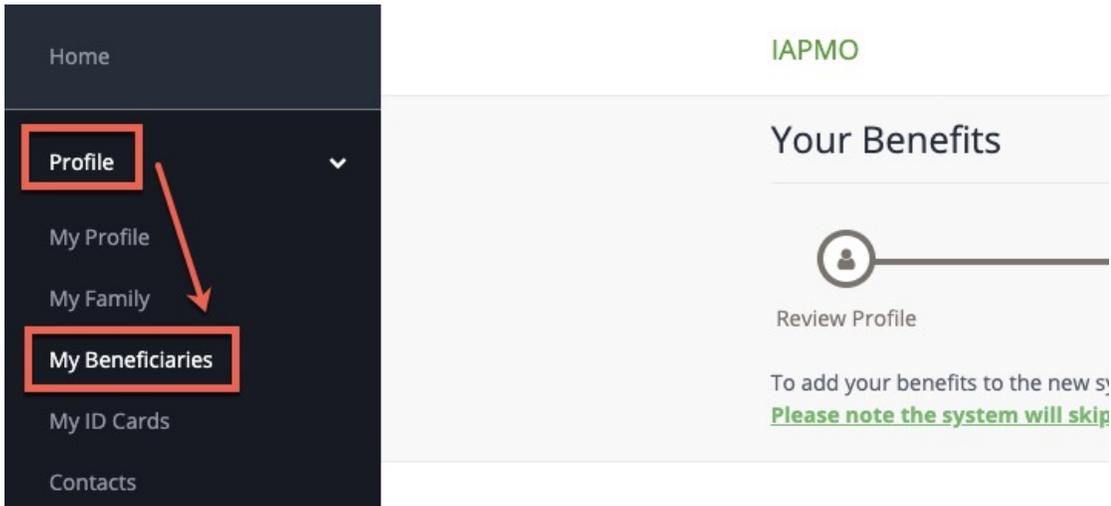


How to change or update Beneficiaries in UltiPro Benefits Prime.

1. Log into UltiPro and go to Menu > Myself > Manage My Benefits



2. Next click on Profile > Beneficiaries



3. On the Manage Your Beneficiaries Page you will see all the benefits that have beneficiaries and you can click on the + to see who they are for each benefit.

Manage your Beneficiaries

View, add, edit or remove beneficiaries for any of your coverages by clicking on the benefit below.
Beneficiaries to not have to be benefit eligible dependents, you may choose anyone.



Show beneficiaries for plan year:

Plan Year Ending 2021/07/31

blue california Basic Employee Life

+ Cigna Voluntary Employee Life

4. When the section expands, you will see who the beneficiary is for that benefit. You may edit existing beneficiaries and add additional primary and/or secondary individuals.

Show beneficiaries for plan year:

Plan Year Ending 2021/07/31

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blue california Basic Employee Life Coverage amount \$50,000.00

Primary Beneficiaries (Required *)
You must designate a primary beneficiary for this benefit.

Name	Allocation
Sister	100%

+ Add Beneficiary

Allocation Total: 100%

Would you like to add secondary beneficiaries? No Yes

+ Cigna Voluntary Employee Life Coverage amount \$200,000.00

5. When you click to EDIT a beneficiary - a form will appear for you to complete. The highlighted fields are mandatory, the rest are optional. When you have finished making your edits click Update.

×

Name *

Relationship *

Allocation *

Address 1

Address 2

City

State

Zip Code

Beneficiary SSN

Beneficiary Telephone Number

Update Cancel



6. If you wish to add a beneficiary, a form will pop up and you may use the drop down menu to select an existing beneficiary or you can add a new one. When finished with the form click Add.



Add Beneficiary

Select an existing beneficiary from the drop-down menu or enter a new beneficiary's information below.

Choose existing beneficiary  

or create a new one

Name *

Relationship *

Allocation *

Address 1

Address 2

City

State

Zip Code

Add

Cancel