How to change or update Beneficiaries in UltiPro Benefits Prime.

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

MENU -	MYSELF	MY TEAM	ADMINISTRATION SYSTEM C	ONFIGURATION
	Personal	Jobs		Benefits
Home Inbox	Employee Summary Name, Address, and Telephone Status/Key Dates Contacts	Job Summary Compensation Job History Reviews Other Company Info	Current Pay State Pay History YTD Summary Third Party Pay Direct Deposit	Benefits Summary Manage My Benefits Beneficiaries/Dependents Investments PTO Plans
	Emergency Contacts Property Private Info Identification Documents Other Personal Info	Career & Education Goals Goal Planning Competencies Personal Developmen	Income Tax W-2 Workforce Management Time it Scheduling	PTO Requests Time Off COBRA Health Care Eligibility 1095-C Links

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.
Understanding Benefits:
Vvnat are Beneficiaries?
Show beneficiaries for plan year:
Plan Year Ending 2021/07/31 ~
<u>.</u>
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 ×	≛ Download 🔒 Print	
blue Basic Employee Life	Coverage amount \$50,000.00	
Primary Beneficiaries (Required *) You must designate a primary beneficiary for this benefit.	Edit by clicking the pencil	
Add an additional primary beneficiary making sure that the allocation amounts add up to 100% eg: Sister 50% Brother 50%	Allocation Total: 100%	
Would you like to add secondary beneficiaries? 2 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.

Relationship *		
Sister		
Allocation *		
100		
Address 1		
Address 2		
City		
State		
Zip Code		
Beneficiary SSN		
Beneficiary Telephone N	umber	

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 *			
0			
Address 1			
Address 2			
City			
City			
State			
7in Codo			