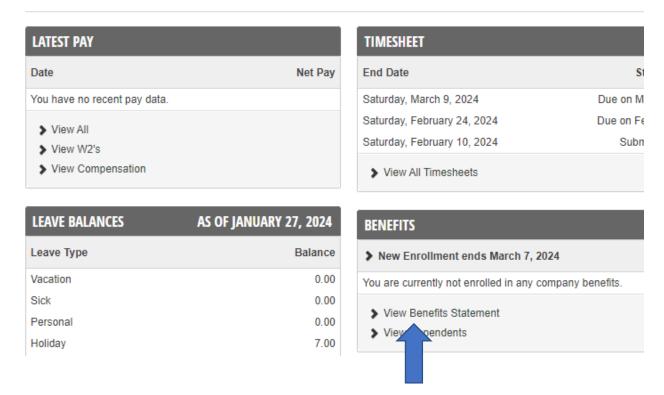
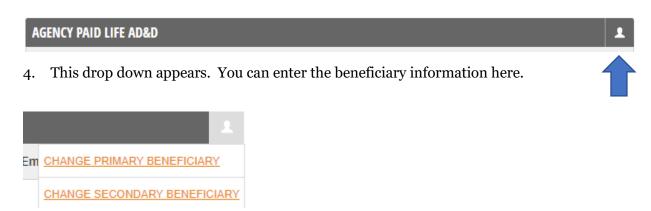
<u>To Add or Change Beneficiary Information for Each Life Insurance Policies – Agency paid, and Voluntary:</u>

- 1. Go to my e3
- 2. Got to View Benefits Statement and click on it

MY DASHBOARD



3. You will see a breakdown of each Life Insurance policy you have available. Each one has a separate banner. To the far right, is a silhouette. Click on that.



- 5. Remember to add or update for each of the Voluntary Life policies you have as beneficiary information does not carry over from policy to policy.
- P: Michele DeFranco, Instructions, Adding or Changing Beneficiary Information for Life Insurance Policies