

ESS Tutorial: Life Insurance Beneficiary Change

How To Change Your Life Insurance Beneficiary in ESS

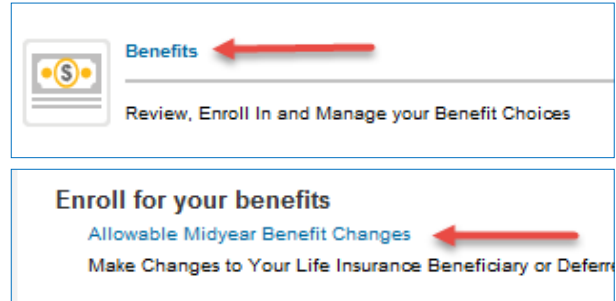
Log in to Employee Self Service (ESS) through Gnet or Unet, or by going to cityoftacoma.org/ESS from any computer with internet access. If you have difficulty logging in to ESS, contact the IT Service Desk at (253) 591-2057 during regular business hours.

Per City of Tacoma Information Technology Policy 4.1, "Employees shall not share their user ID or password with any other person".

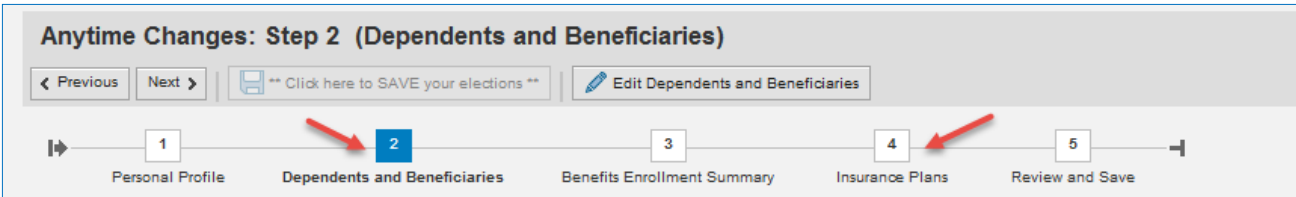
Please Note: Microsoft Edge internet tool in Windows 10 is not supported. Recommended browsers include Internet Explorer (found in the Accessories folder in Windows 10) or Google Chrome.

Follow these easy steps:





- ✓ **Log-in** through Gnet or Unet or from your home computer and most devices at cityoftacoma.org/ESS.
- ✓ **Select** the Benefits link.
- ✓ **Select** the Allowable Midyear Benefits Changes link and follow the steps below.



A) Select #2 to add or change the names on your dependents and beneficiaries list. If the person you want to use as a beneficiary is already on this list, you can skip this step and **proceed to #4**.



B) From the Anytime Changes screen, Select the pencil next to Basic Life to change your beneficiary.

Enroll in Insurance Plans			
Actions	Plan Type	Status	Plan Name
 	Dependent Life	Current	Dependent Life
 	Basic Life	Current	Basic Life

Select a Basic Life Plan				
Plan Name	Option	Insurance Coverage	Pre-Tax Costs	Post-Tax Costs
Basic Life	City Basic Life/AD&D	\$1,000.00		

Designate Beneficiaries			
Name	Relationship	Primary Percentage (%)	Contingent Percentage (%)
Smith, John	Spouse	100	0
Estate of Smith, Cindy	Other person	0	0
Total		100	0

C) This screen allows you to designate/change the percentages for each of your beneficiaries. Enter the percentage you wish to go to the beneficiary listed. Each column must total 0 or 100. After updating, click the **Add** button.

~ You are not done ~
Continue to Page 2 of instructions

- D) Once you've made your changes and clicked ADD, proceed to **Review and Save**
- E) Review your Plans to Be Changed, if everything is correct, and click the button that says **Click here to save your elections.**

Anytime Changes: Step 5 (Review and Save)

< Previous Next > **Click here to SAVE your elections**

1 Personal Profile 2 Dependents and Beneficiaries 3 Benefits Enrollment Summary 4 Insurance Plans 5 **Review and Save**

Plans to be Changed

Plan Type	Status	Plan Name	Option	Credit Amount	Coverage	Dependents	Employee Pre-Tax Costs	Primary Beneficiaries	Emplo
Basic Life	Current	Basic Life	City Basic Life/AD&D		61,000.00 USD			Smith, Mary 100%	
	New	Basic Life	City Basic Life/AD&D		61,000.00 USD			Smith, John 100%	

Anytime Changes

✔ Data saved successfully

What do you want to do next?

[Print Benefit Elections Summary](#)


[Go to Enrollment](#)

[Go to BenefitsParticipation Overview](#)

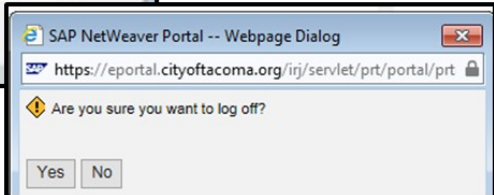
Benefit Elections Summary

Plan Type	Status	Plan Name	Option	Credit Amount	Coverage	Dependent
-----------	--------	-----------	--------	---------------	----------	-----------

F) At this time, you may wish to print a complete **Benefits Summary** or just review your benefits online through the **Participation Overview** Option.

[Log off](#) 

If you are finished, [Log off](#)



Your Benefit Resources

Questions? Contact the Human Resources Department Benefits Office at benefits@cityoftacoma.org or 253-573-2345.

Benefit Plan Information and Resources: Visit cityoftacoma.org/benefits

Review Plan Elections/Update Your Personal Information, Dependent Social Security Numbers, and Life Insurance Beneficiaries: Log in to cityoftacoma.org/ess

Forgot Your Login or Password? Contact the IT Service Desk at ITServiceDesk@cityoftacoma.org or 253-591-2057 during business hours (Monday – Friday 7:30 a.m. – 5:30 p.m.).