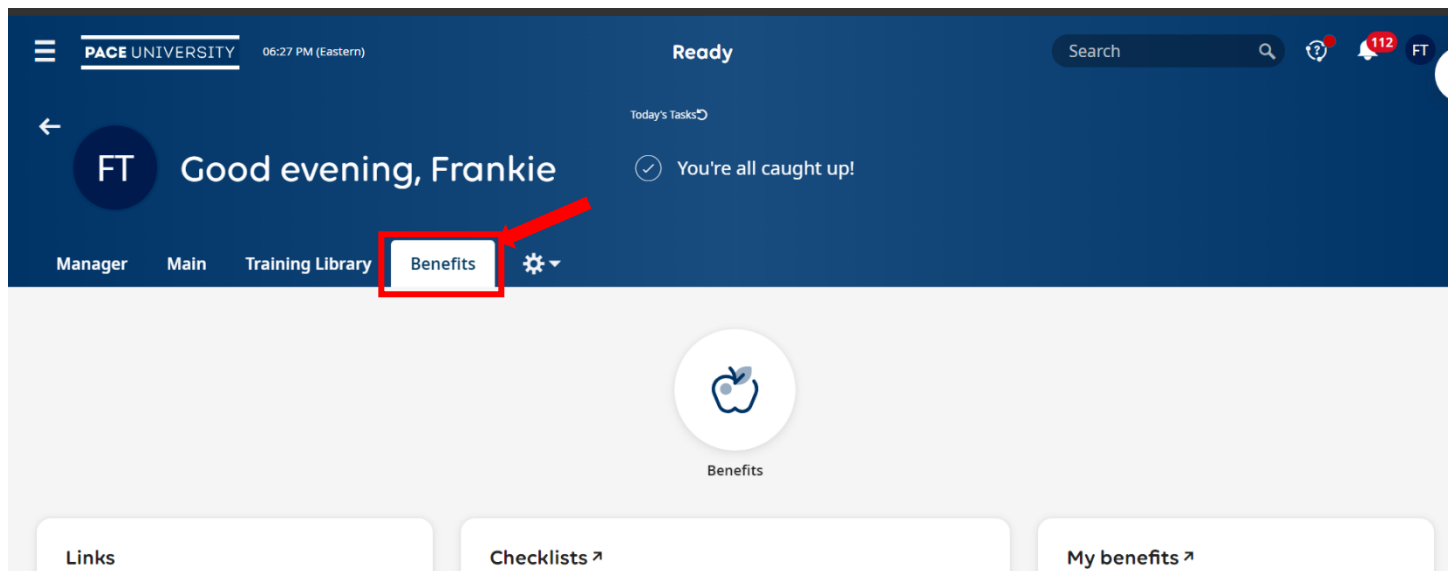


## Updating Beneficiaries:

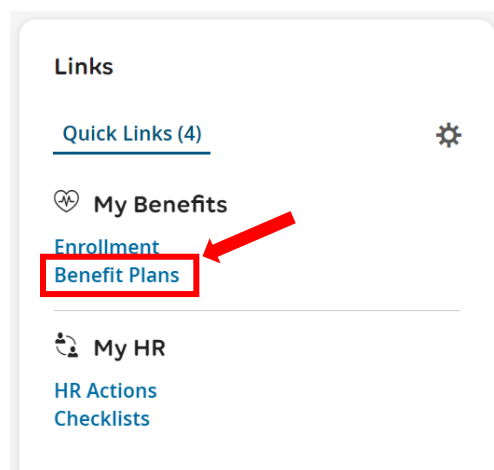
This training document is intended to provide instruction on how to add or update your Benefit plan beneficiaries.

Login into Pace Portal and click on the blue UKG Ready Dashboard button located on the home page. Login with your Pace Portal credentials to access the system.

From your homepage, click on the **Benefits** tab:



In the My Links section of the Benefits tab, click on the **Benefit Plans** link:



Scroll down to the plan you would like to add the Beneficiary too (PLEASE NOTE: this can only be added to Life Insurance and AD&D coverage). Click on the **Pencil icon** to the far right of the plan:

←

Benefit Plans

If you have questions regarding, please contact the University Benefits office via telephone at 914-923-2828 or e-mail at [benefits@pace.edu](mailto:benefits@pace.edu).

Current

▼

All Benefits Groups

▼

⋮

Basic Life

Basic Life- Full-Time Only Employee

Coverage Effective From

12/01/2023

Coverage Effective To

12/31/9999

Employee Contribution

\$0.00

Taxable Income

-

Employee Frequency

pay period

Coverage Amount

\$100,000.00

✎

Enter the **Effective Date** and then click **Save**.

Edit Beneficiaries

Effective Date \*

02/08/2024

📅

Cancel

Save

The popup box will allow you to add **Beneficiaries** and **Contingent Beneficiaries**. To add, click on the **Add** button to the far right.

You have the option to **Add New** or **Add From Existing Contacts** if this person is already setup as an emergency contact or dependent. Select an option to move forward.

Edit Beneficiaries

Beneficiaries

Require 0-20 Beneficiaries

Page 1 of 1 0 Rows

Add

Add New

Add From Existing Contacts

No Data to Display

Contingent beneficiaries

Require 0-20 Contingent Beneficiaries

Page 1 of 1 0 Rows

Add

Cancel

Save and Select

| Birth Date | Percentage | Actions |
|------------|------------|---------|
|            | 100        | ...     |
|            | 100%       |         |

Cancel Save and Select