

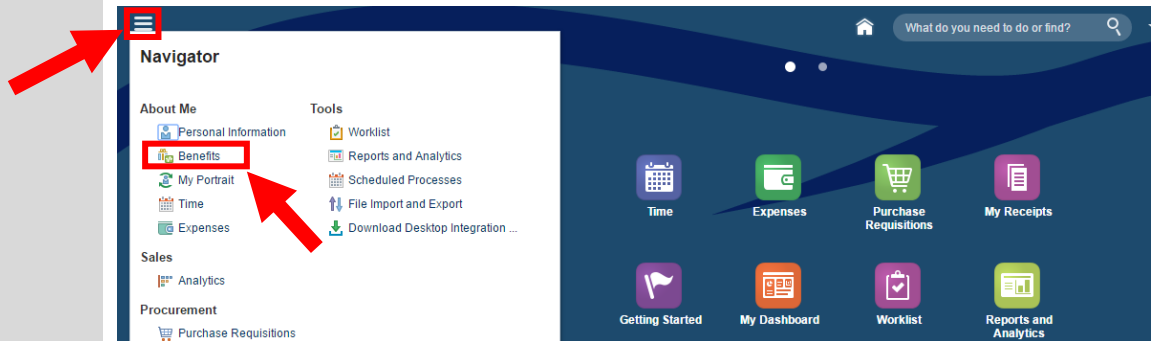
Update or Add a Beneficiary Using Bear Trax

Intro

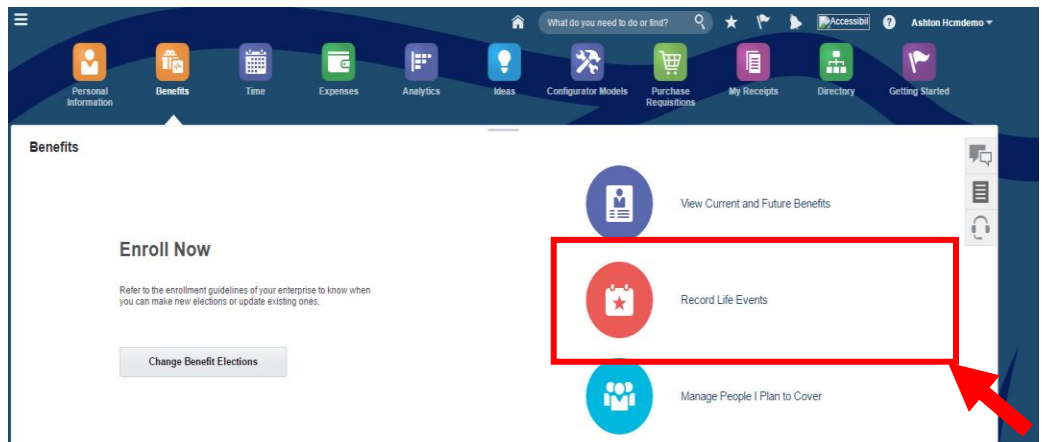
Purpose: To add or update a beneficiary in Bear Trax.

How to Access: Go to the [Home Screen](#) by clicking the  icon.

Click the  icon.



Under “About Me,” click “Benefits.” This will take you to the Benefits screen.



Helpful Hints:

Be sure to keep in mind that...

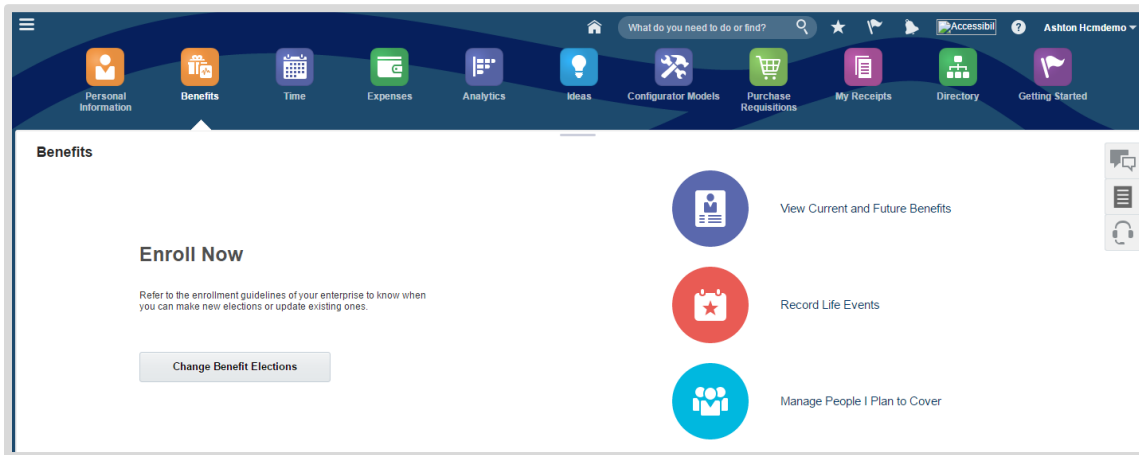
1. You can report a variety of different life events through this screen that affect your current enrollments.
2. You can meet at any time with a Human Resources Coordinator to discuss the effects of life events on your benefits.
3. You can report a life event at any time of the year. Changes must be reported within 30 days of the event.
4. Any life events being reported will be effective as of the date of the life event.
5. Once you have recorded the Add or Change Beneficiary life event, you need to refer to the Make Benefit Elections job aid to make updates to your benefit

elections. The system will not automatically change enrollments based on the life event recorded.

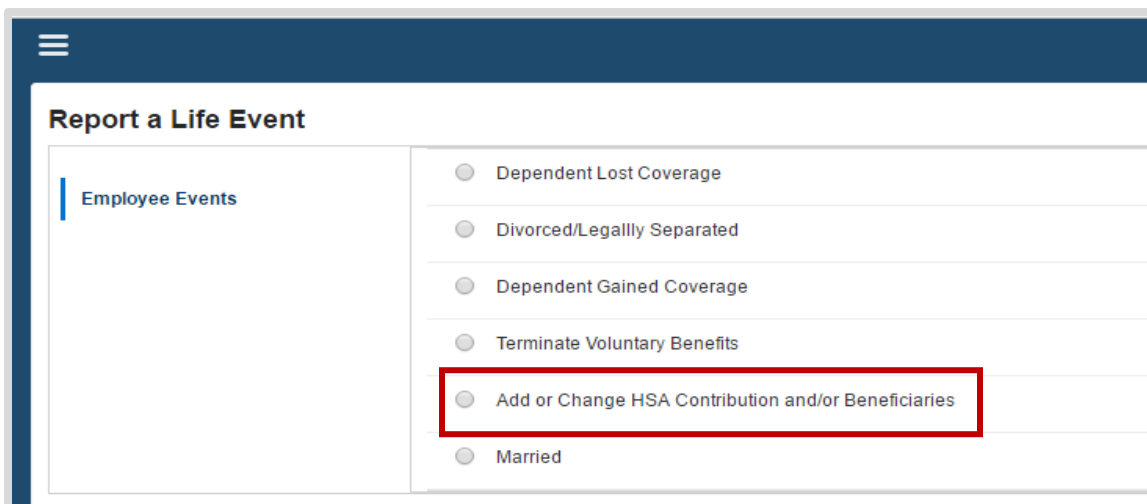
Procedure: Complete the following steps to Add or Update your beneficiaries.

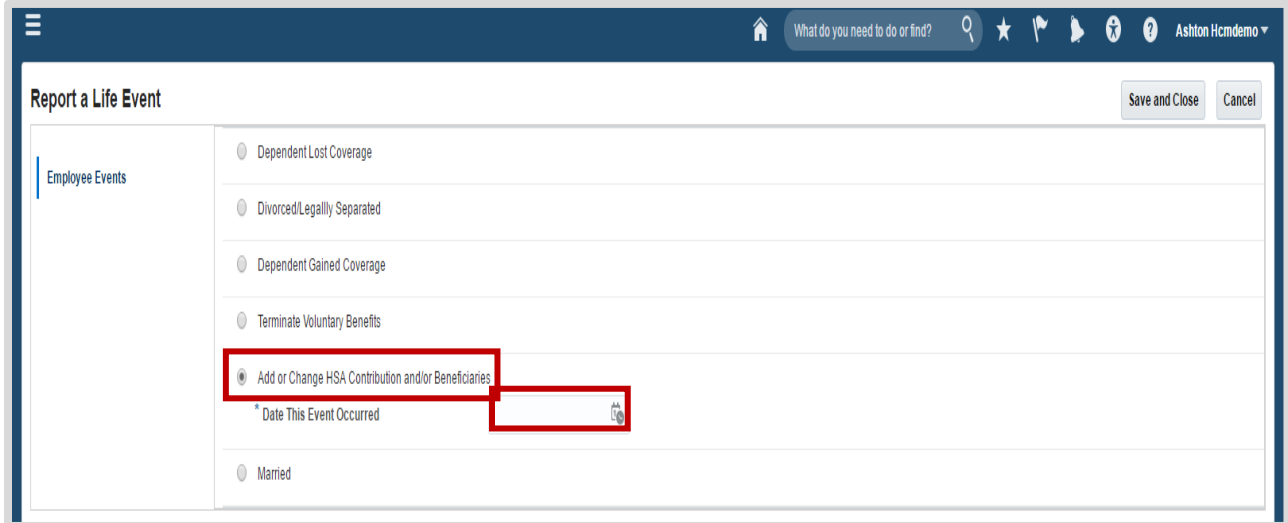
Report a Life Event

1. Click Record Life Events from the Benefits page.



2. Select the "Add or Change HSA Contribution and/or Beneficiaries."





Report a Life Event

Employee Events

- Dependent Lost Coverage
- Divorced/Legally Separated
- Dependent Gained Coverage
- Terminate Voluntary Benefits
- Add or Change HSA Contribution and/or Beneficiaries
- Married

* Date This Event Occurred

Save and Close Cancel

3. Type the date that this event occurred in the text box to the right in the appropriate format MM/DD/YY.
4. Click "Save and Close."
5. **Once that has been completed, you need to refer to the Make Benefit Elections job aid to make updates to your benefit elections. The system will not automatically change enrollments based on the life event recorded.**