

dash

# Update Existing Designation of Beneficiary for Survivor Benefits

# dash

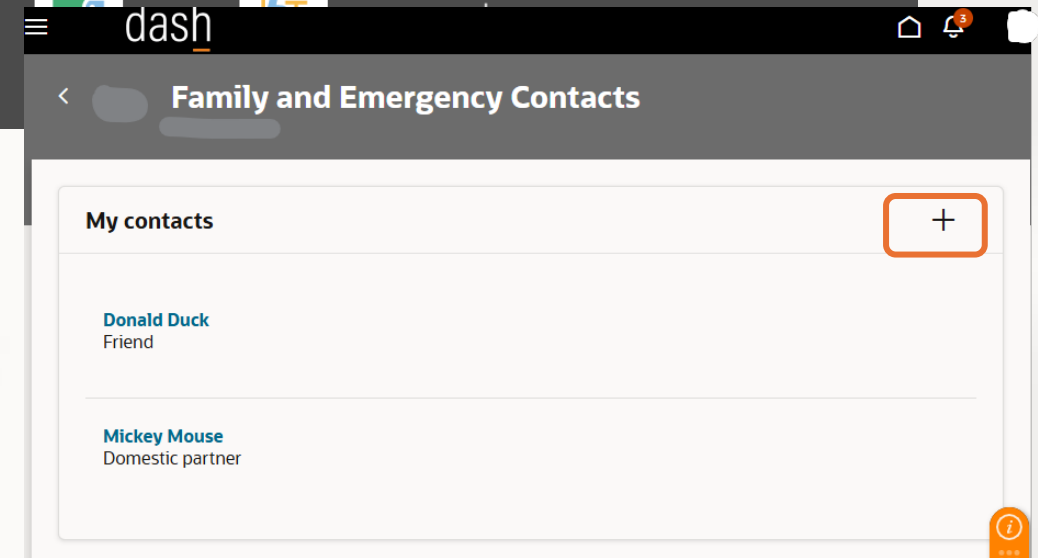
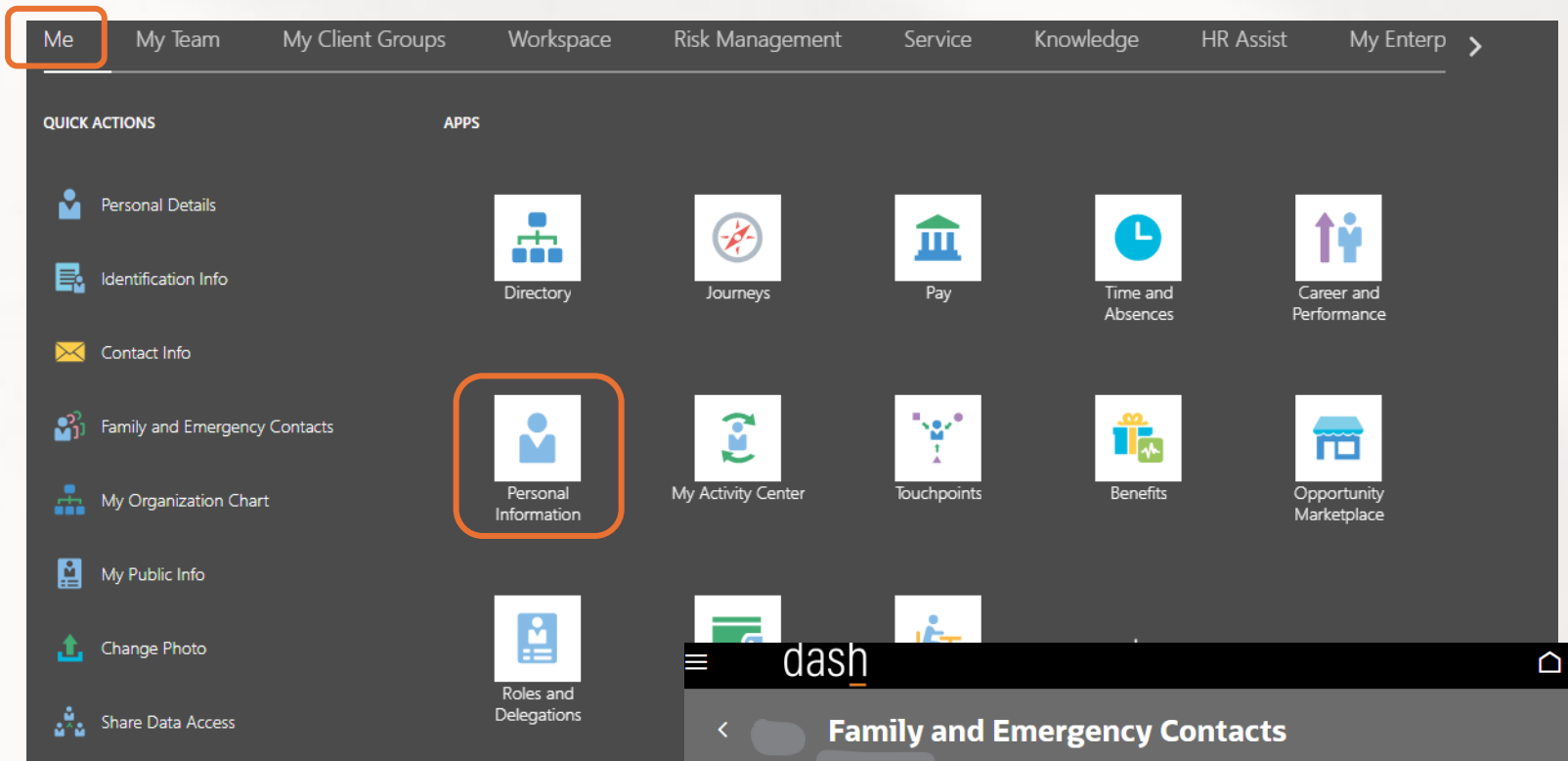
First, you will need to add your new beneficiary as a contact in DASH.

To add a new contact:  
Click on the **Me** tab,  
then select **Personal Information**,  
then select **Family and Emergency Contacts**.

Click the + symbol in the upper right corner to add new contact.

Enter your new contact's information in the fields and **click Submit**.

Now that they are an existing contact, we can update our beneficiary designations.





QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info

APPS

Directory Journeys Pay Time and Absences Career and Performance

Personal Information My Activity Center Touchpoints **Benefits** Opportunity Marketplace

To update your beneficiary designations, Navigate to **Me** tab, Then select **Benefits**.

On the right side, click on **Change Beneficiaries**.

Welcome [Name]

## Your Benefits

We've found enrollment opportunities for you.

[Enroll Now](#)

**Enrollment Summary**

Show Benefits: Current enrollment

Program or Plan Not in Program: 1. Retirement Enrollment

[View all enrollments](#)

TCRS Hybrid - Retirement options for Exempt/ Facul...  
5%

**Quick actions**

- Before You Enroll
- Document Records
- Record a Change
- Review Employee Resources
- Temporary ID Card
- Change Beneficiaries**
- Beneficiary Organizations
- Person Info

**Need Help? Contact Us**

Looking for EDISON? Select **Review Employee Resources**



A side panel will open, prepopulating the current beneficiary designations.

You may edit the percentages of your beneficiaries here.

Your new contact should populate as an option.

All primary % must equal 100%, and all contingent % must equal 100%.

In this example the employee has one primary beneficiary so 100% is entered, and an equal split between two contingent beneficiaries for 50% each.

*Note: to completely remove the current beneficiary leave both primary and contingent percentage fields blank (do not even put "0" as this will prevent the change from processing).*

Once all percentages have been updated, **Click Submit.**

**Change Beneficiaries**

Program or Plan  
Benefit in the Event of an Employee Death

Plan and Option  
Benefit in the Event of an Employee Death

**1 Divide the percentage of your benefits among as many beneficiaries as you like.**  
Primary beneficiaries are mandatory but contingent beneficiaries are optional. The total percentage should not exceed 100%.

Revocable Living Trust (Trust)	
Primary %	Contingent %
____ (Spouse)	
Primary %	Contingent %
Donald Duck (Friend)	
Primary %	Contingent 50 %
Mickey Mouse (Domestic partner)	
Primary 100 %	Contingent %
Tinker Bell (Sister)	
Primary %	Contingent 50 %

Cancel Submit