



Life and AD&D Beneficiary Changes Quick User Guide

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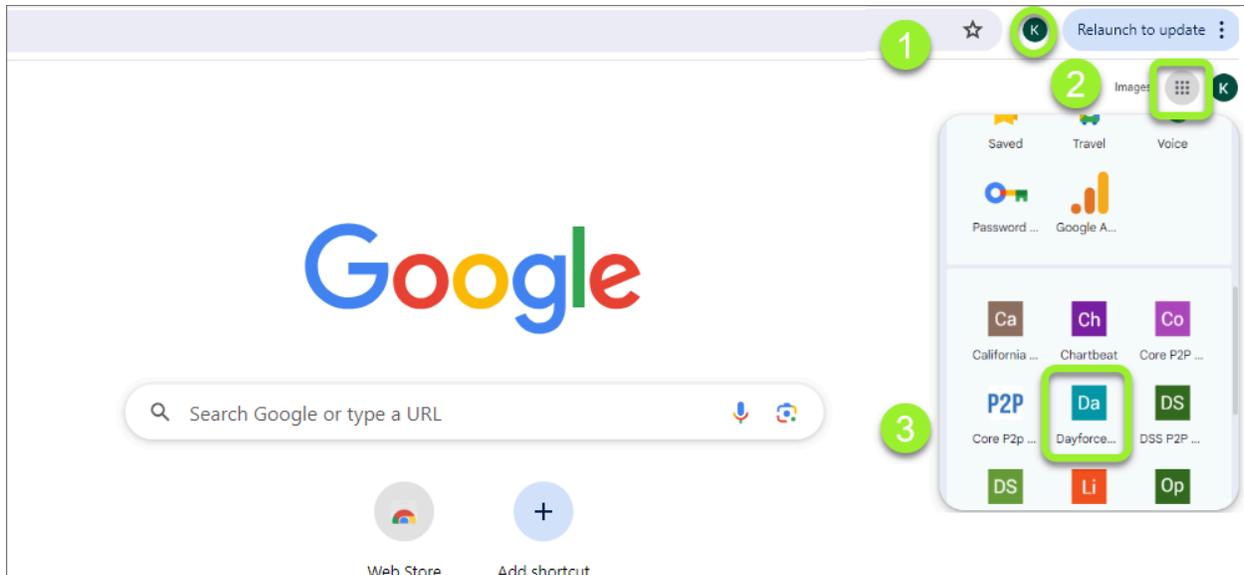
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Login to Dayforce using Google SSO

Step 1: Log into your Google account using your work email; if you need to switch accounts select the profile icon to select the LAT account associated with SSO.

Step 2: Select the apps and scroll down until you see the **Dayforce app**

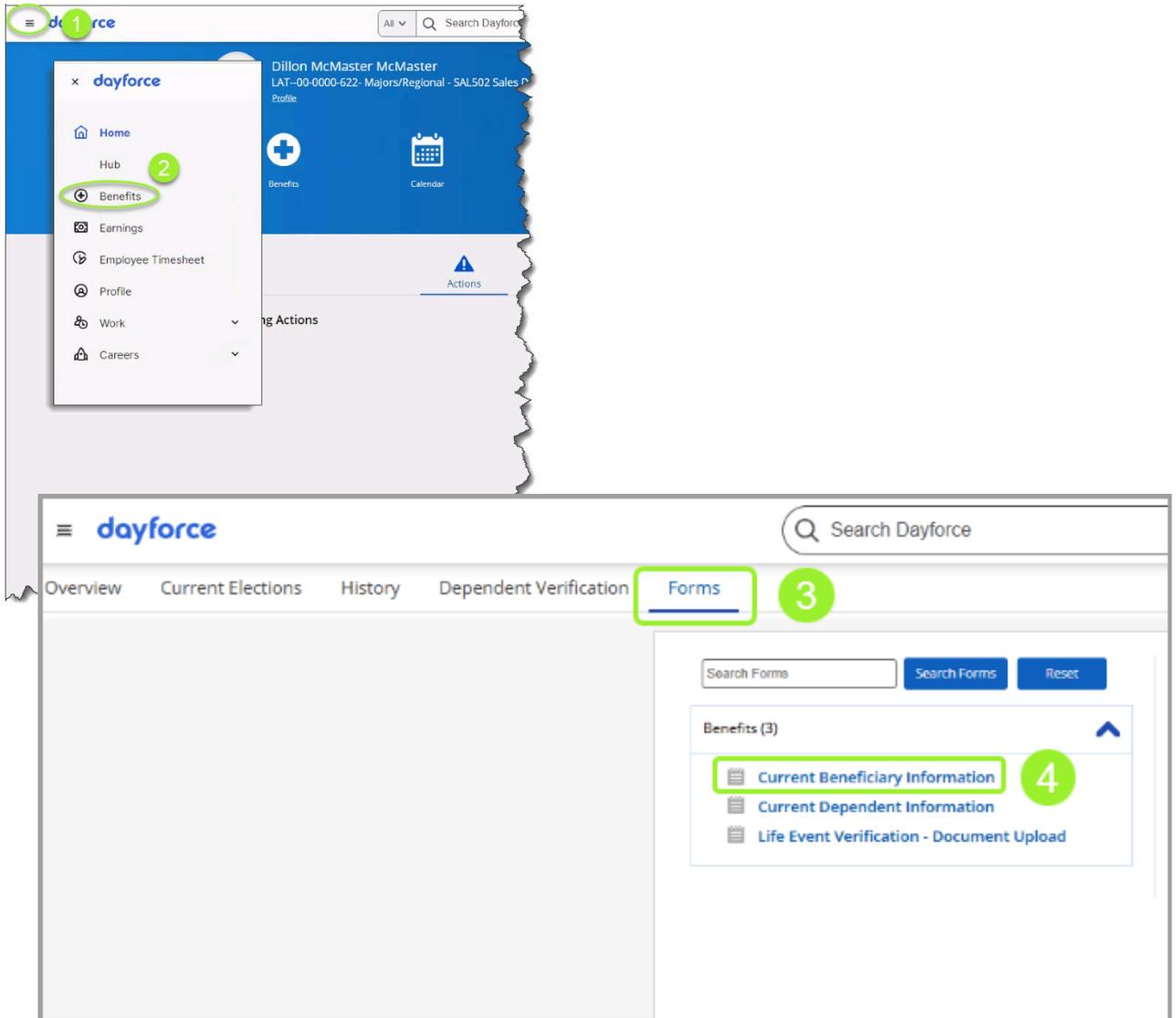
Step 3 Click **Dayforce**



Update your Life and AD&D Beneficiaries

To begin, please follow these steps:

1. Click **Navigation**
2. Select the **Benefits** in the **Navigation bar** from the homescreen
3. Click on **Forms**
4. Click on **Current Beneficiary Information**



Navigating the Current Beneficiary Information Page

1. Click the **View/Edit** button to make any Beneficiary changes
 - a. Complete all the fields which have *
 - b. Click the **Submit** button
2. Click on **Type** and add **Primary** or **Contingent** from the drop down menu
3. Click on the **Percentage** and add in percentage(s) (must equal 100%) - complete separately for all coverages to reflect the necessary updates
4. Click the **Submit** button

Current Beneficiary Information

Current Beneficiary(s)

Below is the list of your current beneficiary(s). You have the ability to Add or Remove a beneficiary. Limited editing is also available.

+ Add ✕ Remove

Beneficiary	Relationship	Birth Date	View/Edit
	Spouse		1 View/Edit
	Child		View/Edit

Current Designation

Below are the benefit options in which you can choose to designate a beneficiary. If you want to add a new beneficiary designation, select "Add Designation" and select the beneficiary you would like to designate a percentage. You must designate at least one Primary beneficiary. You may designate any percentage amount greater than 0.00% to each beneficiary, as long as the total for each beneficiary type equals 100%.

Lincoln Financial Group - Basic Life

Coverage Date: 10/1/2024 Effective Date: 10/1/2024 Coverage Amount

↓ Add Designation ↑ Remove Designation

Beneficiary	Relationship	Birth Date	2 Type	3 Percentage
	Spouse		Primary	100.00
	Child		Contingent	100.00

Lincoln Financial Group - Basic AD&D

Coverage Date: 10/1/2024 Effective Date: 10/1/2024 Coverage Amount

↓ Add Designation ↑ Remove Designation

Beneficiary	Relationship	Birth Date	2 Type	3 Percentage
	Spouse		Primary	100.00
	Child		Contingent	100.00

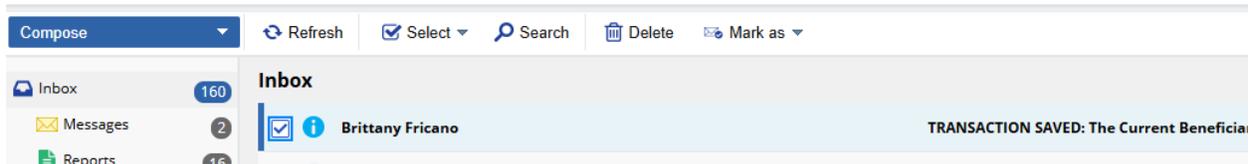
Lincoln Financial Group - Basic Life

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Save Draft ✓ Submit Cancel Print

Beneficiary Change Approval

Once your beneficiary change is submitted, you will receive a notification in the **Message Center**. You can then click on the message and then click on the **Print Form** button to print the final approval. You can update your beneficiaries at any time.



Please remember to update your beneficiary for your 401(k), as this is a separate process. Please refer to the Enrollment Guide-401(k) Beneficiary Change Guide, located in the benefits portal: <https://benefits.caltimes.com/enrollment-resources/>

Contact for help

Note: If you need assistance, contact catimesbenefits@latimes.com

END