

# Life and AD&D Beneficiary Changes Quick User Guide

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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

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#### 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

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			Benefits (3)
			Current Beneficiary Information
			Life Event Verification - Document Upload

### 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(s)         Betwit site list of your current beneficiary(s). You have the ability to Add or Remove a beneficiary. Limited editing is also available.         Image: Spouse       Image: Spouse         Image: Spouse </th <th colspan="8">Current Beneficiary Information</th>	Current Beneficiary Information									
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# **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: <u>https://benefits.caltimes.com/enrollment-resources/</u>

# Contact for help

Note: If you need assistance, contact <a href="mailto:catimesbenefits@latimes.com">catimesbenefits@latimes.com</a>

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