

Assigning and Updating Life Insurance Beneficiaries in Employee Self-Service

All benefits-eligible faculty and staff should have at least one beneficiary designated for their college-provided life insurance. You can view, add, or update your beneficiaries at any time through Employee Self-Service (ESS).

How to Assign or Update a Beneficiary

1. Log in to [Employee Self-Service](#) (ESS).

Navigate to the **Benefits** section and select **Beneficiaries and Dependents**.

The screenshot shows the 'Employee Dashboard' for Reed College. At the top, there's a 'My Profile' button and a section for 'Leave Balances as of 09/15/2026' showing 'Vacation Pay in hours' and 'Sick Pay in hours' both at 0.00. Below this is a 'Pay Information' section with a message: 'You have not yet been paid.' Underneath is a 'Benefits' dropdown menu. An arrow points from the 'Benefits' dropdown to the 'Beneficiaries and Dependents' link in the bottom right corner of the dashboard.

If you are not a new employee, you may see individuals who are currently or were previously associated with your benefits.

2. Add or update the people you want to designate as beneficiaries.

Confirm that each person you want to designate as a beneficiary appears on the page.

- If the person is not listed, click **Add a New Person** and select **Beneficiary**.
- If the person is already listed as a dependent, click on their name to update their 'Beneficiary or Dependent' status to **Both** so they can also be designated as a beneficiary.

Beneficiaries and Dependents

Select the Name to change information for an individual. Choose Add A New Person to make additions. Select Update to change coverage or allocations.

Beneficiaries and Dependents Information

Name	SSN or SIN or TIN	Relationship	Birth Date	Gender	Status	Me Typ
Reed College		Self		X or Another Legal Sex	Active	Botl
Washington State	Not Reported	Unknown	Not Reported	Female	Active	Botl
Forest Grove	Not Reported	Spouse		Not Reported	Active	Nor

3. Navigate to your life insurance beneficiary allocations.

Once the appropriate individuals are listed, navigate to **Coverage and Allocations Summary**.

Scroll down and click on **Life Insurance**, then click on **Beneficiary Allocation Details**.

Enroll Coverage and Allocations

Enrolled Benefits Information

Benefit or Deduction	Action	Status
AD&D insurance		Active
Federal Income Tax		Active
GTL Imputed Income		Active
Life insurance	Beneficiary Allocations Details	Active
Long term disability insurance		Active

4. Designate your beneficiary or beneficiaries.

Select the individuals you want to designate and enter the percentage of the life insurance benefit each person should receive.

- Primary beneficiaries must total 100%.
- You may also designate contingent beneficiaries. Contingent beneficiaries receive the benefit if no primary beneficiary is available to receive it. If you designate contingent beneficiaries, their allocations must also total **100%**.

TEST Employee Self-Service

Employee Dashboard > Benefits and Deductions > Beneficiary Allocations

Beneficiary Allocations

Select Primary or Contingent for the beneficiary, and set the percent or amount. Click Choose or Update. To inactivate a beneficiary delete the percent or amount or change the value to 0.00. Primary percentage must equal 100.00. Contingent percentage must equal 100.00. Assign percentages only.

Life insurance

Status: Active

Start Date: 08/01/2026

Name	Relationship	Primary or Contingent	Primary Percentage	Primary Amount	Contingent Percentage	Contingent Amount	Messages
Washington State	Unknown	Primary	100.00				✓ Successfully updated.
Total			100.00%	\$0.00	0.00%	\$0.00	

Choose or Update

5. Save your changes.

When you have finished entering your beneficiary information and allocations, click **Choose or Update**.

You will receive a confirmation message indicating that your beneficiary information has been updated. You may then close the page.

Reviewing Your Beneficiaries

You can review or update your life insurance beneficiaries at any time by logging in to Employee Self-Service (ESS) and following the steps above.