

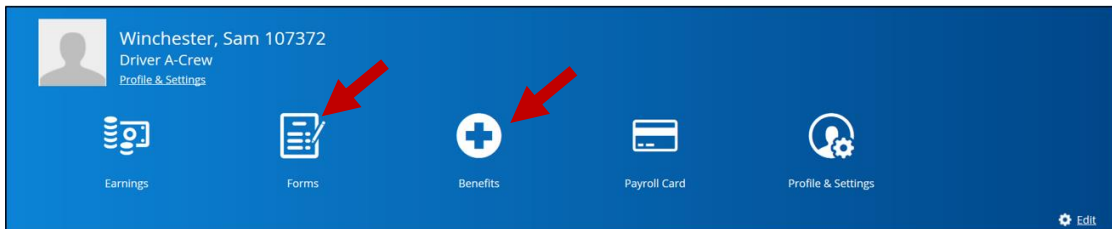
CURRENT BENEFICIARY INFORMATION



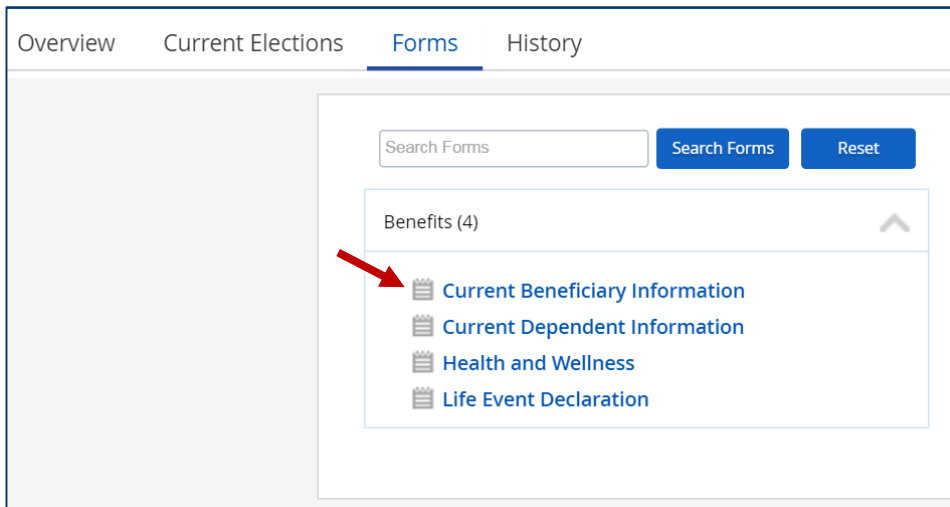
1. Login in to DayForce using your username and password.

The image shows the DayForce HCM login page. It features a header with the text "DAYFORCE | HCM". Below the header are three input fields: "Company", "User Name", and "Password". A "Login" button is positioned below the password field. At the bottom of the form, there is a link that says "Can't access your account?".

2. From the Home Screen you can access view or edit your beneficiaries by selecting **Forms** or **Benefits**.



3. From either screen, select Current Beneficiary Information.



CURRENT BENEFICIARY INFORMATION



- This screen allows you to view or edit your current beneficiary information. Once you make changes, click on Submit.

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 x Remove

Beneficiary	Relationship	Birth Date	View/Edit
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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 to each beneficiary, as long as the total for each beneficiary type equals 100%.

Employee Voluntary AD&D - Employee Only

Coverage Date	7/1/2015	Effective Date	7/1/2015	Coverage Amount	\$10,000.00
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+ Add Designation + Remove Designation

Beneficiary	Relationship	Birth Date	Type	Percentage
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Save Draft Submit Cancel Print

- Once you click to Add a beneficiary, a pop up screen will appear allowing you to enter all the required information. When completed, select continue.

Add New Beneficiary

Personal Information * Required Field

First Name*

Middle Name

Last Name*

Gender

Relationship*

Birth Date

SSN

Primary Address + Add
No Primary Address

Other Address + Add

Phone Number + Add
Currently does not have a phone number.

Continue Cancel