CURRENT BENEFICIARY INFORMATION
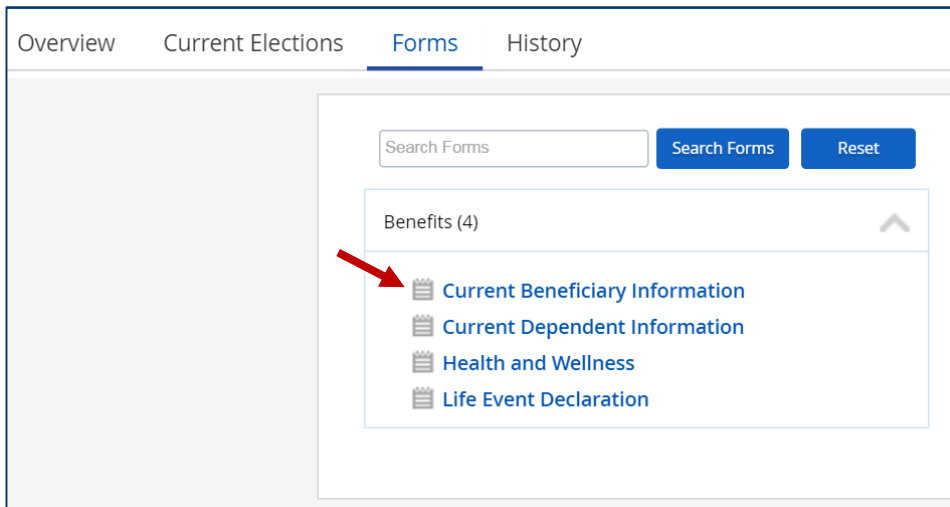
1. Login in to DayForce using your username and password.

2. From the Home Screen you can access view or edit your beneficiaries by selecting **Forms** or **Benefits**.
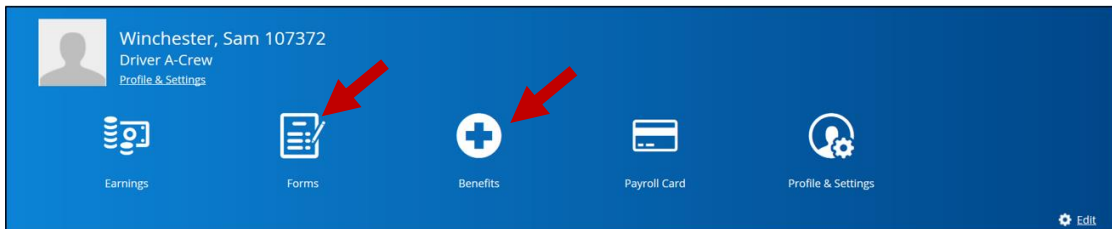
3. From either screen, select Current Beneficiary Information.

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

5. 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.