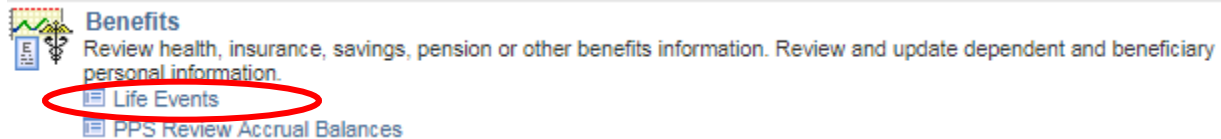


## Instructions on how to change your PPS Beneficiary Designations

1. Sign into Employee Self-Service, [selfservice.pps.net](http://selfservice.pps.net). **Login** using your PPS ID and password (same as PPS e-mail login, do NOT include @pps.net). If you are having trouble with your user name or password contact itservicedesk@pps.net . **You must complete all these steps for your changes to take effect.**

You are able to cancel an event at any time by clicking the top right cancel button once you have started the event.

2. Select 'Life Events' in the Benefits Section



**Benefits**  
Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.

- Life Events
- PPS Review Accrual Balances

3. Select 'I want to change my Beneficiary'

### Employee Contribution Changes

- I want to change my 403(b) Contribution
- I want to change my HSA Contribution(For Non-Rep & SEIU)

### Employee Life Insurance Beneficiary Change

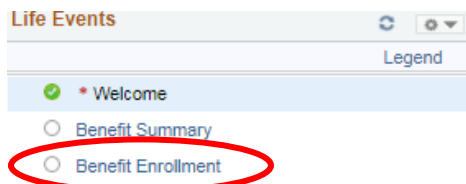
- I want to change my Beneficiary

4. Enter in today's date in 'Date Change Will Take Effect:' and click 'OK'.

### Status Change Date

\*Date Change Will Take Effect  31

5. Select 'Benefit Enrollment' on the left navigation column



**Life Events**

- Welcome
- Benefit Summary
- Benefit Enrollment

6. Select 'Start My Enrollment' ->
7. Click on 'Select' under the Open Benefit Events 'Beneficiary Designation' event description

### Open Benefit Events

Event Description	Event Date	Event Status	Job Title	
Beneficiary Designation	04/05/2018	Open	Teacher-K8	<input checked="" type="button" value="Select"/>

8. Select the 'Edit' button next to 'District Paid Group Life'

### Enrollment Summary

District Paid Group Life	Before Tax	After Tax	<input checked="" type="button" value="Edit"/>
Current: PAT Basic Life: \$50,000			
New: PAT Basic Life: \$50,000			

- Review the text boxes below. If no changes need to be made, please cancel this event by clicking the cancel button on the top right of your screen. If you make changes but don't need to add/review beneficiaries, jump to step 14.

**Designate Your Beneficiaries**

The following list displays all individuals who are eligible to be designated as a beneficiary from this list. Use the Add/Review Beneficiaries button to add or review beneficiaries.

**Add/Review Beneficiaries**

You may designate the following individuals as beneficiaries. Primary beneficiaries receive benefits on a pro-rata basis. Secondary beneficiaries receive benefits only if the primary beneficiary is not eligible.

All percents for Primary beneficiaries must total 100.

\*Enter Primary Allocation as  %

\*Enter Secondary Allocations as  Percent

Dependent Information		
Name	Relationship to Employee	Date of Birth
Jane Doe	Parent	
John Doe	Spouse	

[Return to Event Selection](#)

Click here to access the following options:

- Edit beneficiary information (name, address, phone) by selecting their name.
- Add a beneficiary

Click here if after all changes, edits, and additions.

**Allocation Details**

Name	Relationship	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
Jane Doe	Parent		<input type="text" value="50"/>	<input type="text"/>
John Doe	Spouse		<input type="text" value="50"/>	<input type="text"/>

You can review and change primary and secondary allocations to any added beneficiaries here. If you do not want a beneficiary listed, please put a zero in their allocation box.

- After all edits to beneficiaries and allocations select
- Select 'Update Elections' ->
- Select 'Save and Continue' ->
- Select 'Submit' ->
- After getting to the submission confirmation screen, you are all finished and have successfully changed your beneficiaries! You can now log out!

For any questions, comments, or additional help, please contact the benefits department at [benefits@pps.net](mailto:benefits@pps.net)