



[How to change your beneficiary on file in five easy steps- Update/Verify beneficiaries information for your District-paid life insurance for Active benefit-eligible employees: benefitbridge.com/peralta](http://benefitbridge.com/peralta)

BenefitBridge A Keenan Solution

USER LOGIN

User Name

Password

NEW USER

FORGOT YOUR PASSWORD?

LOG IN

1. Login to *BenefitBridge*

PERALTA COMMUNITY COLLEGE DISTRICT

ANNOUNCEMENTS MY BENEFITS ALL PLANS MESSAGE CENTER RESOURCE CENTER

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Make Changes to My Benefits

Add or Remove Dependents

Change Beneficiaries

2. Select “*Change Beneficiaries*”

**Beneficiary Details**

BENEFICIARY TYPE:

INDIVIDUAL  TRUST

\*FIRST NAME:

MIDDLE INITIAL:

\*LAST NAME:

\*DATE OF BIRTH:

\*RELATION:

Gender:  MALE  FEMALE

3. Complete “*Beneficiary Type*” information

Beneficiary Change

GROUP TERM LIFE

PLAN: ING

COST PER PAY PERIOD: \$0.00 (12 deductions per year)

Current Coverage Amount

Select primary and/or secondary beneficiaries and enter distribution percentages.

To add a beneficiary not listed, select the Add Beneficiary button.

Your Beneficiaries Primary and Secondary must each add up to 100%

NAME	RELATION	BENEFICIARY TYPE	%
KERRY SEIBERT	SPOUSE	Select one...	0 %
	CHILD	Primary	50 %
	CHILD	Primary	50 %

Cancel Continue

4. *Allocate* distribution percentages; *press continue* to save your changes

**Download Change of Beneficiary Form**

- Beneficiary changes successfully submitted
- Please select Download if you would like a copy
- A copy is stored in your Message Center

Download

5. *Download* a copy of your record and *retain* in a safe and secure place.