

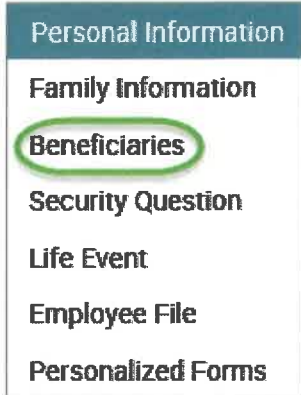
BENEFICIARIES

When you have life insurance with MESSA, whether it be Negotiated, Non-Negotiated or Optional Life Insurance, a Beneficiary Designation is required. You are able to update beneficiary information without having to make changes to your benefits.

- Click on **“My Profile.”**



- Click on **“Beneficiaries”**.



- At least one primary beneficiary for each life insurance policy must be designated.
 - Basic Term Life & Supplemental Term Life Insurance is entered under the “Basic Term Life” section.
 - Negotiated/PAK & AD&D Life Insurance is entered under the “Negotiated Life” section.
- The dependents that you have listed on your account will automatically be listed.
- Designation percentage must equal 100%.
- Make necessary changes and click “Save”.

Beneficiaries

Gabriel Test

A beneficiary is a person or entity that is designated as the recipient of funds under your eligible insurance policies. Please review your designated beneficiaries below. [PRINT](#)

Relationship	Name
(Employee)	My Estate
(Spouse)	Paige Test
(Son)	Jason Test

[Add Beneficiary](#)

Beneficiary Designation

Basic Term Life

Beneficiaries

Name	Percentage
My Estate (Employee)	<input type="text"/> %
Paige Test (Spouse)	100.0 %
Jason Test (Son)	<input type="text"/> %

Total: 100%

Negotiated Life

Beneficiaries

Name	Percentage
My Estate (Employee)	<input type="text"/> %
Paige Test (Spouse)	100.0 %
Jason Test (Son)	<input type="text"/> %

Total: 100%

[Add Secondary Beneficiaries \(optional\)](#)

[Save](#) [Cancel](#)

- You will receive the following message:

Beneficiary Designation information was saved successfully.

- You may add a beneficiary by clicking on the **“Add Beneficiary”** link.
- The only fields that are required are the **“Relationship”** and the **“Name/Trust Name”** fields.
- Once you add a beneficiary, click **“Save”**.
- Now you will be able to designate a percentage to the beneficiary that was added.

Beneficiary Maintenance

* Relationship

* Name/Trust Name

Trust's Full Name

Text: no more than 1,000 characters

Trust Account Number

Social Security Number

Date of Birth

Home Address 1

Home Address 2

City

State

Zip

Phone

* Fields are required

Save

Save & Add Another

Cancel