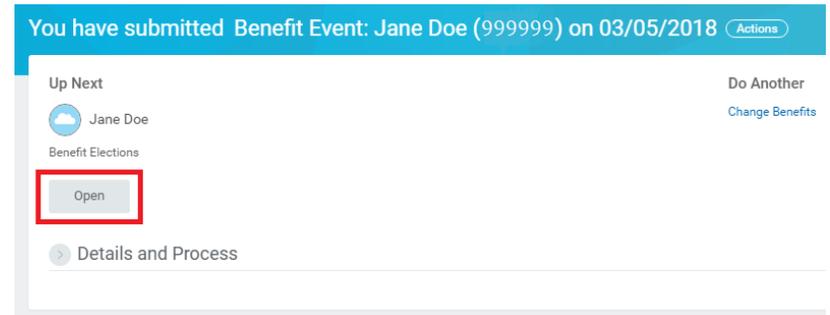




Manage Beneficiaries

From the Benefits worklet:

1. Under **Change**, click **Benefits**.
2. Select the required **Change Beneficiaries** option.
3. Click the **Calendar** icon to select the date of the Benefit event.
4. Click **Submit**
5. To take action on the task, click **Open**.



6. Review the displayed information
7. Click **Continue** through all screens, review the displayed information, and make any required changes.
8. Select the **I Agree** checkbox to provide an electronic signature to confirm benefit changes.
9. Click **Submit**.
10. Click **Done** to complete the task or click **Print** to launch a printable version of the summary of benefits.



Please email any questions or concerns to Benefits@ClevelandMetroSchools.org.