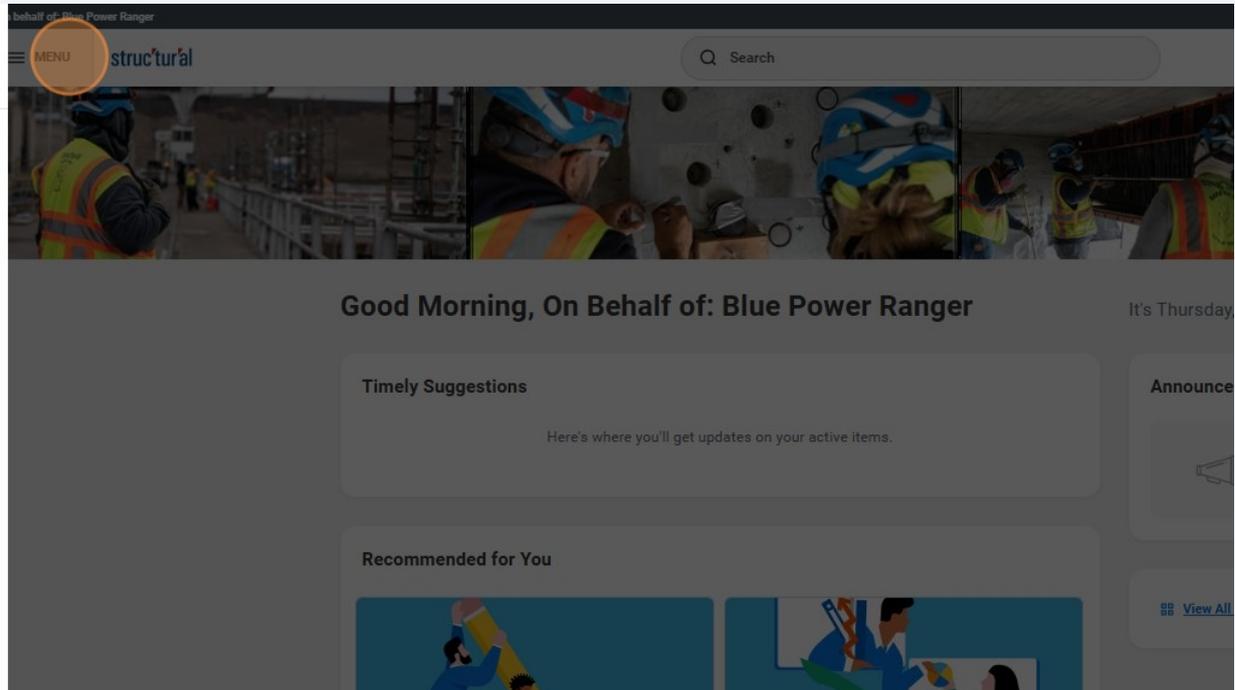
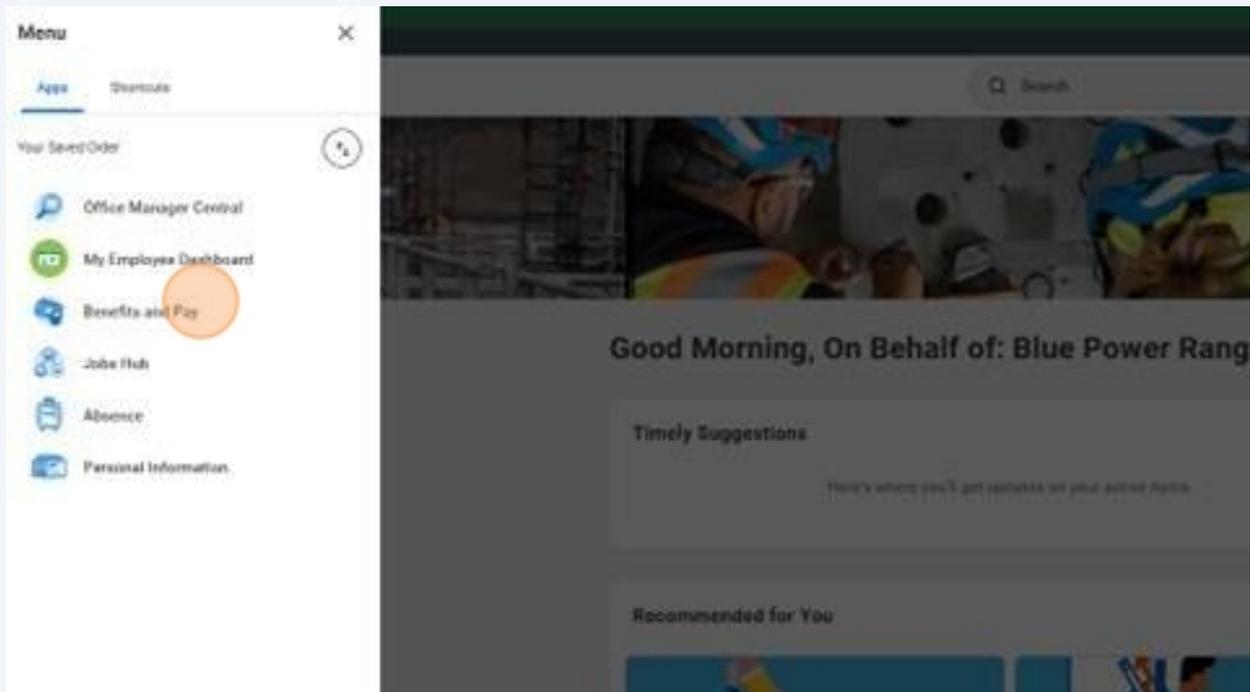


Workday - Change Beneficiaries

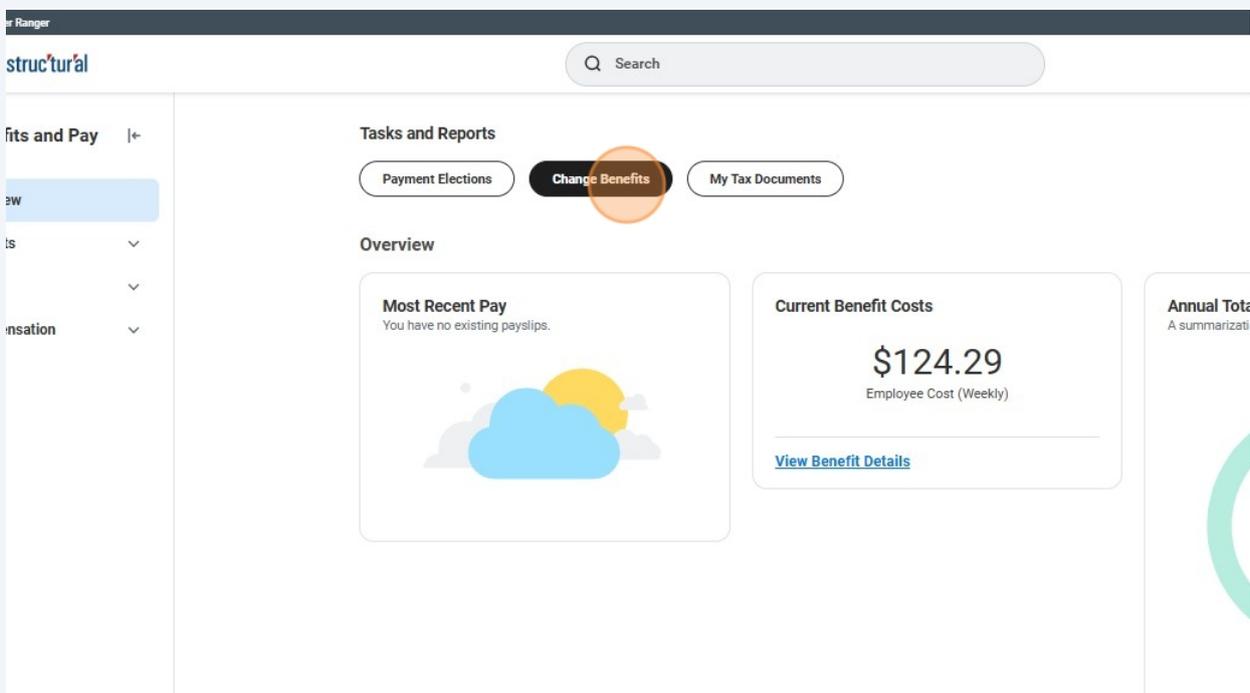
1 Click "MENU"



2 Click "Benefits and Pay"



3 Click "Change Benefits"



4 Click "Change Beneficiaries"

On behalf of: Blue Power Ranger

Change Benefits

Blue Power Ranger

Change Reason * Birth / Adoption of Child Change Beneficiaries Change HSA Contribution Divorce / Domestic Partnership Dissolution Employee or Dependent Gains/Loses Other Coverage Marriage / Domestic Partnership

Instructions

SAMPLE INSTRUCTIONS

Select the appropriate benefit event in the **Change Reason** must be entered within 30 days of the event.

Most qualifying life events require supporting documentation at this time, you may proceed but you will need have questions about the benefit plans or acceptable

Note! Before initiating a **Divorce/Dissolution of Domes** your Benefits application on your home page and unde

- Marriage/Domestic Partnership – Marriage Cer
- Birth/Adoption of Child – Birth Certificate, Hosp
- Death of Child/Spouse – Death Certificate
- Divorce/Dissolution of Domestic Partnership – I
- Employee or Dependent Gains/Loses Other Cov

enter your comment

5 Click calendar and choose date, then click submit once done

Blue Power Ranger

Change Reason * Birth / Adoption of Child Change Beneficiaries Change HSA Contribution Divorce / Domestic Partnership Dissolution Employee or Dependent Gains/Loses Other Coverage Marriage / Domestic Partnership

Benefit Event Date * 02/03/2025

Submit Elections By 03/04/2025

Benefits Offered
Basic Accidental Dea
Basic Life
Supplemental Life

Attachments

Drop files here
or

enter your comment

Instructions

SAMPLE INSTRUCTIONS

Select the appropriate benefit event in the **Change Reason** field and enter the date the change occurred. Some changes may not be backdated and o must be entered within 30 days of the event.

Most qualifying life events require supporting documentation. You will be asked for the document after submitting your event. If you do not have do tation at this time, you may proceed but you will need to submit that documentation within 30 days. See below for a list of acceptable documents. If have questions about the benefit plans or acceptable documentation or do not have documentation, please contact the Benefits Department.

Note! Before initiating a **Divorce/Dissolution of Domestic Partnership**, update your dependent's relationship to Ex-Spouse or Ex-Domestic Partner. R your Benefits application on your home page and under the Change section, select dependents and then edit the appropriate dependent.

- Marriage/Domestic Partnership – Marriage Certificate or License, Domestic Partner Affidavit
- Birth/Adoption of Child – Birth Certificate, Hospital Records, Certificate of Live Birth, Adoption Records
- Death of Child/Spouse – Death Certificate
- Divorce/Dissolution of Domestic Partnership – Divorce Decree, Legal Separation Documentation
- Employee or Dependent Gains/Loses Other Coverage – Proof of New Coverage or Loss of Coverage

SUN	MON	TUE	WED	THU	FRI	SAT
	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1

6 Click "Open" to change beneficiaries

The screenshot shows the Structural HR portal interface. At the top, it says "On behalf of: Blue Power Ranger". The navigation menu includes "MENU" and the Structural logo. A search bar is present. The main content area is divided into sections: "Benefits and Pay" (with sub-items: Overview, Benefits, Pay, Compensation), "Tasks and Reports" (with sub-item: Payment Elections), and "Needs Attention". A notification box titled "You have submitted" is overlaid on the "Needs Attention" section, with the text "Up Next: Blue Power Ranger | Change Benefit Elections" and a blue "Open" button circled in orange. Below the notification, there is a "Benefit Event: Change Beneficiaries" card with the text "NOT STARTED" and "Submit elections by March 4, 2025", and an "Enroll" button. The "Overview" section at the bottom contains three cards: "Most Recent Pay" (no existing payslips), "Current Benefit Costs" (\$124.29 Employee Cost (Weekly)), and "Annual Total Rewards" (summarization of your ann package).

7 Click "Let's Get Started"

The screenshot shows the "Change Benefit Elections" page in the Structural HR portal. At the top, it says "On behalf of: Blue Power Ranger". The navigation menu includes "MENU" and the Structural logo. A search bar is present. The main content area has a dark blue header with the text "Change Benefit Elections". Below the header, there are two lines of text: "Initiated On 02/06/2025" and "Submit Elections By 03/04/2025". A blue "Let's Get Started" button is circled in orange.

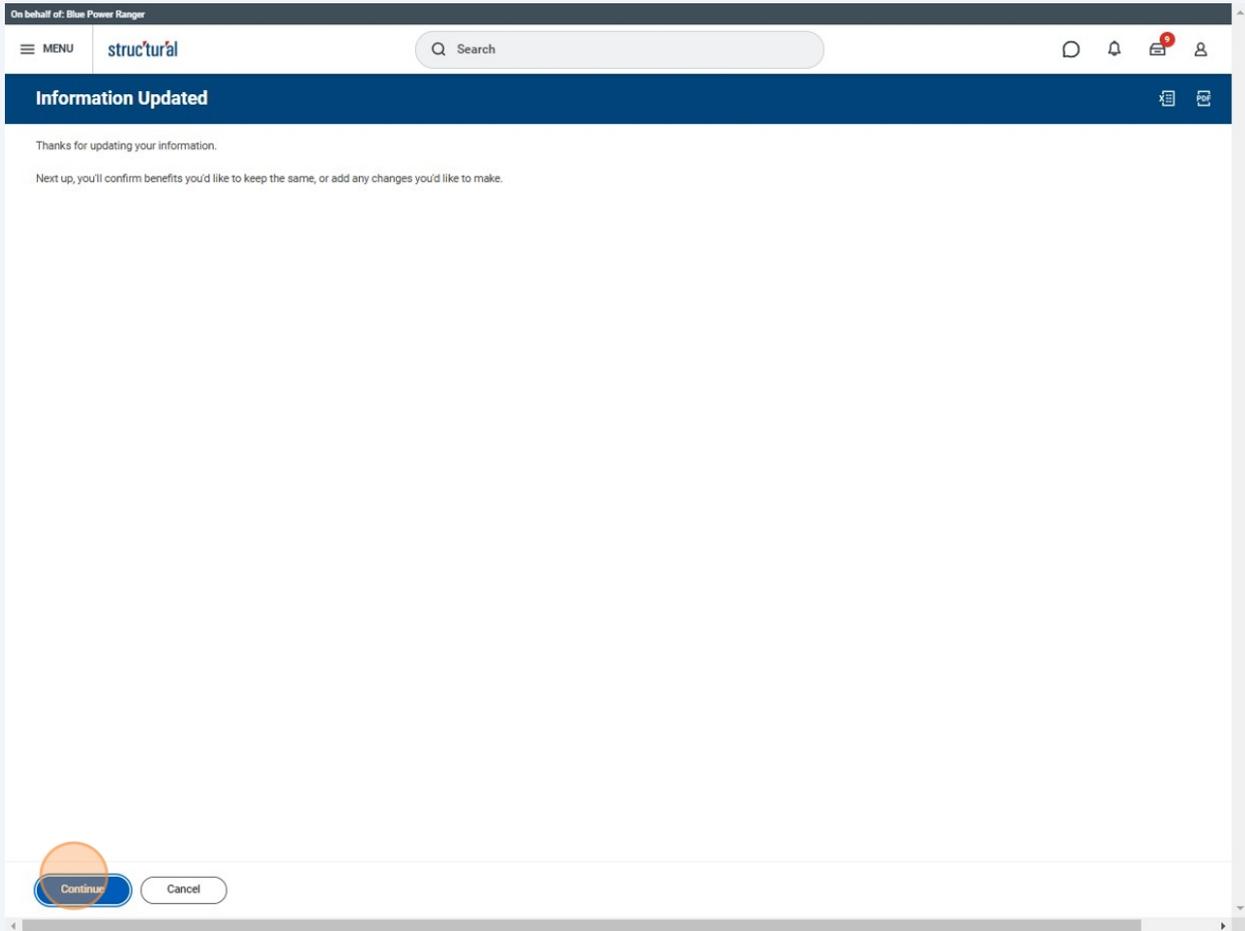
8

Update Tobacco if needed then click continue

The screenshot shows a web browser window with a dark header bar containing a menu icon, the word 'structural', a search icon, and a search input field. Below the header is a blue bar with the text 'Update Your Information'. The main content area is titled 'Health Information' and contains a section for 'Tobacco Use'. The question is 'Do you use tobacco products?'. The answer options are 'Yes' (radio button) and 'No' (radio button). The 'No' option is selected, indicated by a blue dot and a large orange circle. At the bottom of the form, there are two buttons: 'Continue' (highlighted with an orange border) and 'Cancel'.

9

Click "Continue"



10 Click "Manage" on the Insurance Plan you wish to update

Enrollment new screen

Sample Help Text - Landing Page Instructions
Fake link [here](#)

Insurance

Plan Name	Provider	Cost per paycheck	Coverage	Action
Basic Life	MetLife (Employee)	Included	1.5 X Salary	Manage
Basic Accidental Death and Dismemberment (AD&D)	MetLife (Employee)	Included	1.5 X Salary	Manage
Supplemental Life	Waived			Enroll

11 Click "Confirm and Continue" to access your beneficiaries

On behalf of: Blue Power Ranger

MENU structural Search

Basic Life

Projected Total Cost Per Paycheck
\$0.00

Plans Available

1 item

Benefit Plan	*Selection	You Pay (Weekly)	Company Contribution (Weekly)
MetLife (Employee)	<input checked="" type="radio"/> Select <input type="radio"/> Waive	Included	\$2.86

Insurance Instructions

General Instructions

No selection is necessary for Basic Life. **Confirm and Continue** to proceed. When you are done, **Save**.

Confirm and Continue Cancel

12 Click the Plus icon to add a new beneficiary

00.00

Coverage

Calculated Coverage \$94,000.00

Coverage 1.5 X Salary

Plan cost per paycheck Included

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

*Primary Beneficiaries 1 item

Beneficiary	Percentage
Beneficiary Ronger	100

Secondary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Insurance Instructions

General Instructions

No selection is necessary for Basic Life. **Confirm and Continue** to review the calculated c ries. When you are done, **Save**.

Beneficiary Designation

[Sample Help Text for Beneficiary Designation](#)

13 Click into the White Space and then choose "Add New Beneficiary or Trust"

Coverage

Calculated Coverage \$94,000.00

Coverage 1.5 X Salary

Plan cost per paycheck Included

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

*Primary Beneficiaries 2 items

Beneficiary	Percentage
Search	0
Existing Beneficiary Persons	100
Existing Trusts	
Add New Beneficiary or Trust	

Secondary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Insurance Instructions

General Instructions

No selection is necessary for Basic Life. **Confirm and Continue** to review the calculated c ries. When you are done, **Save**.

Beneficiary Designation

[Sample Help Text for Beneficiary Designation](#)

14 Choose if you are adding a Beneficiary or Trust, then Click "Continue"

Add New Beneficiary or Trust

A beneficiary is the person or entity you name to receive this benefit. A trust is an arrangement that allows a third party, or trustee, to hold assets on behalf of a beneficiary or beneficiaries.

Would you like to add a new beneficiary or trust?

Add New Beneficiary

Add New Trust

Cancel Continue

15 Fill in the required info.

Relationship, First Name, Last Name, and Contact Information are required fields.

Add New Beneficiary or Trust Blue Power Ranger

Relationship * Parent

Use as Beneficiary

Date of Birth MM/DD/YYYY

Age (empty)

Gender

Allow Duplicate Name

Contact Information Legal Name National IDs Additional Government IDs

Country * United States of America

Prefix

First Name * Mother

Middle Name

Last Name * Power Ranger

Suffix

16 Click "Contact Information"

Add New Beneficiary or Trust Blue Power Ranger

Relationship *

Use as Beneficiary

Date of Birth

Age (empty)

Gender

Allow Duplicate Name

Legal Name **Contact Information** National IDs Additional Government IDs

Country *

Prefix

First Name *

Middle Name

Last Name *

Suffix

17 Click "Add" under Address

Gender

Allow Duplicate Name

Legal Name **Contact Information** National IDs Additional Government IDs

Phone

Address

Email

Instant Messenger

18 Fill in the address information.

Search Address

powered by Google

> Use of Address Features

Address Line 1 *

Address Line 2

City *

State *

Zip Code *

County

Usage

Type *

Primary Work

Primary Home

Use For

Visibility



19 Click "Add" under Phone

Use as Beneficiary

Date of Birth

Age (empty)

Gender

Allow Duplicate Name

Legal Name [Contact Information](#) [National IDs](#) [Additional Government IDs](#)

Phone

Address

Use Existing Address

Country *

Search Address

powered by Google

> Use of Address Features

20 Fill in the Phone Information

Allow Duplicate Name

Legal Name **Contact Information** National IDs Additional Government IDs

Phone

Use Existing Phone

Country Phone Code *

Phone Number *

Phone Extension

Phone Device *

Type *

Primary Work

Primary Home

Use For

Visibility Public

Comments

21 Click "OK" once all data is entered and confirmed.

Address Line 2

City *

State *

Zip Code *

County

Usage

Type *

Primary Work

Primary Home

Use For

Visibility

Comments

22 Update the percentages. The total must add up to 100%

Calculated Coverage \$94,000.00
Coverage 1.5 X Salary
Plan cost per paycheck Included

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

*Primary Beneficiaries 2 items

Beneficiary	Percentage
Mother Power Ranger	
Beneficiary Ranger	100

Secondary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Insurance Instructions

General Instructions

No selection is necessary for Basic Life. **Confirm and Continue** to review the calculated coverage. When you are done, **Save**.

Beneficiary Designation

[Sample Help Text for Beneficiary Designation](#)

23 Once Complete, click Save.

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

*Primary Beneficiaries 2 items

Beneficiary	Percentage
Mother Power Ranger	50
Beneficiary Ranger	50

Secondary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Insurance Instructions

General Instructions

No selection is necessary for Basic Life. **Confirm and Continue** to review the calculated coverage. When you are done, **Save**.

Beneficiary Designation

[Sample Help Text for Beneficiary Designation](#)

Save

Cancel

24 If needed, update the other Insurance Plans

Sample Help Text - Landing Page Instructions
Fake link [here](#)

Insurance

Plan Name	Status	Cost per paycheck	Coverage	Action
Basic Life MetLife (Employee)	UPDATED	Included	1.5 X Salary	Manage
Basic Accidental Death and Dismemberment (AD&D) MetLife (Employee)		Included	1.5 X Salary	Manage
Supplemental Life	Waived			Enroll

25 Click "Review and Sign" once all changes have been made.

Plan Name	Status	Cost per paycheck	Coverage	Action
Basic Life MetLife (Employee)		Included	1.5 X Salary	Manage
Basic Accidental Death and Dismemberment (AD&D) MetLife (Employee)		Included	1.5 X Salary	Manage
Supplemental Life	Waived			Enroll

[Review and Sign](#)

[Save for Later](#)

26 Confirm the changes on the "View Summary" Page/

View Summary

Projected Total Cost Per Paycheck
\$0.00

Review your elections below for accuracy and scroll to review any messages and errors as well as the **Total Benefits Cost** – both the company contribution and your cost. If your elections are subject to submit additional documentation for your elections to be approved.

Selected Benefits 2 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries
Basic Life MetLife (Employee)	01/01/2025	01/01/2025	1.5 X Salary		Beneficiary Ranger Mother Power Ranger
Basic Accidental Death and Dismemberment (AD&D) MetLife (Employee)	01/01/2025	01/01/2025	1.5 X Salary		Beneficiary Ranger Mother Power Ranger

Waived Benefits 1 item

Plan	Beneficiaries
Supplemental Life	Waived

Total Benefits Cost 1 item

	Company Contribution	Employee Cost	Net Credits
	\$3.25	\$0.00	\$0.00

27 Click here.

Electronic Signature

Legal Notice: Please Read

Your name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I Agree" checkbox, you are certifying t

- You understand and approve the enrollment as indicated above. You hereby authorize the company to deduct from your earnings the amount of your premiums or other contributions (if any) for the benefit optio
- You understand and acknowledge that under the Internal Revenue Code regulations rules, you may not change your benefit elections during the calendar year unless you experience a qualified change in status.
- You understand that you will not pay income tax or FICA tax on my medical, dental, vision, and Flexible Spending Account contributions. These benefits are paid through the Flexible Benefits Plan on a pre-tax ba
- Company-provided life insurance that exceeds \$50,000 may be subject to imputed income.
- Each year, during the annual enrollment period, you will have the option to change certain coverages whether or not you have had a qualified change in status event during the calendar year.
- If you decline medical insurance enrollment for yourself or your dependents, including your spouse, because of other medical insurance coverage, you may in the future be able to enroll yourself or your depende

I Accept

enter your comment

Process History

 Blue Power Ranger
Change Benefits for Life Event - Awaiting Action

Submit

Save for Later

Cancel

28 Click "Submit"

Electronic Signature

Legal Notice: Please Read

Your name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I Agree" checkbox, you are certifying t

- You understand and approve the enrollment as indicated above. You hereby authorize the company to deduct from your earnings the amount of your premiums or other contributions (if any) for the benefit optio
 - You understand and acknowledge that under the Internal Revenue Code regulations rules, you may not change your benefit elections during the calendar year unless you experience a qualified change in status.
 - You understand that you will not pay income tax or FICA tax on my medical, dental, vision, and Flexible Spending Account contributions. These benefits are paid through the Flexible Benefits Plan on a pre-tax ba
 - Company-provided life insurance that exceeds \$50,000 may be subject to imputed income.
 - Each year, during the annual enrollment period, you will have the option to change certain coverages whether or not you have had a qualified change in status event during the calendar year.
 - If you decline medical insurance enrollment for yourself or your dependents, including your spouse, because of other medical insurance coverage, you may in the future be able to enroll yourself or your depende
- vided you request enrollment within 31 days after your other coverage ends. In addition, if you have a new spouse or dependent as a result of marriage, birth, or adoption, you may be able to enroll yourself, your pendants, provided you request enrollment within 31 days after the marriage, birth or adoption.

I Accept

enter your comment



Process History



Blue Power Ranger

Change Benefits for Life Event - Awaiting Action



Save for Later

Cancel