# UPDATING LIFE BENEFICIARIES – INSTRUCTIONS

1.  Log in to e-CHRIS echris.phoenix.gov If you need assistance with password reset contact the Help Desk at 602-534-4357.

2.  Click the **BENEFITS** tile

3.  Once on the Benefits page select Benefits Summary 🔍 Benefits Summary , then click on ⊞ to consolidate the list of benefits.

4.  You will see table labeled Benefits Plans **Benefit Plans**.. Within this table, under the Enrollment Type **Enrollment Type** ◇ column you will see a list of benefits and all life insurances policies (City sponsored: Basic, Basic AD&D, Occupational AD&D and Commuter, and employee elected Optional Life Employee. You must select beneficiaries for each individual policy except for Optional Life Spouse and Optional Life Dep Child (you are automatically the beneficiary).)

5.  Click on the Review button Review across from the life insurance you want to review allocations for. The next screen will show you who your current beneficiaries are, and the percentage of life insurance provided to them.

6.  On this screen, you may also add one or more new beneficiaries by clicking on Add Beneficiary .

7.  After saving (**Save**) new beneficiary information, you will automatically be returned to that life insurance page. The new person(s) will now be listed, and you may allocate your Life Insurance benefits.

8.  If you want to make a change, click on the Update Beneficiary Designation button found on the bottom center of the table. A window will pop up and it will show you a list of all beneficiaries you have on record in eChris. You may change the percentage amount for any beneficiary listed. Keep in mind that primary and secondary totals must equal 100% each. Enter the whole number only (example, 50, do not enter 50% or 50.33.) The same person cannot be a primary and secondary beneficiary for the same policy. **You _CANNOT_ delete someone's name and/or information (this is your history). You can, however, change their percent to zero.**

9.  Once you have changed your allocations, click on SAVE. This will take you back to the life insurance page where you will see your current beneficiary(ies) listed.

10. At the top right-hand side of the window, click on "✕." This will take you back to the list of enrollment types.

11. Locate the next Life Insurance policy, click on the review Review button across from the next life insurance and **repeat steps 5 and 8-10.** You will not need to re-enter personal information. The person(s) you just added will now be listed.

**The following may require updating of your beneficiaries:**

Nationwide Beneficiary Form – 401a, 457 and PEHP (All Employees)
  https://www.phoenixdcp.com (return form to Nationwide, address on form) 602-266-2733

COPERS Beneficiary Form (General City Employees)
  https://www.phoenix.gov/copers/forms **(Designation of Beneficiary)**
(Return form to COPERS, City Hall, 10th Floor, 200 W. Washington St., Phoenix, AZ 85003) 602-534-4400

PSPRS Beneficiary Form (Fire and Sworn Police Employees)
https://www.psprs.com/forms--resources/retirees **(Beneficiary Designation)** (Return form to COPERS, City Hall, 10th Floor, 200 W. Washington St., Phoenix, AZ 85003) THEY WILL FORWARD TO PUBLIC SAFETY RETIREMENT. 602-255-5575