

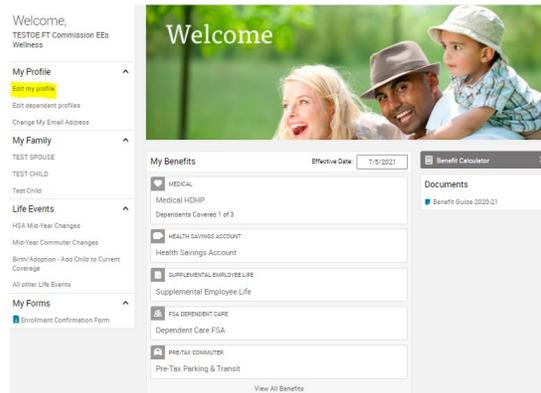
How to Update Beneficiaries in Paylocity

You can make or update your beneficiary designation at anytime through your Self Service Portal.

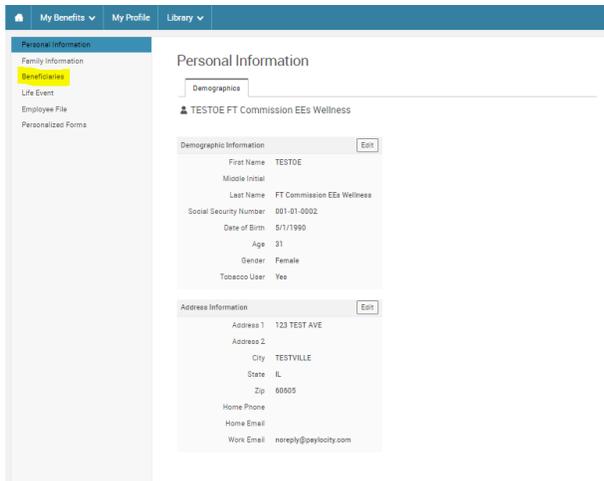
Follow the screenshots below:

{message}:

1. Click Edit my Profile



2. Click Beneficiaries.



3. Assign accordingly

TESTOE FT Commission EEs Wellness

PRINT

Relationship	Name
(Employee)	My Estate
(Spouse)	TEST SPOUSE
(Child)	TEST CHILD
(Child)	Test Child

+ Add Beneficiary

Beneficiary Designation

Supplemental Employee Life

Beneficiaries

Name	Percentage
My Estate (Employee)	<input type="text" value="100.0"/> %
TEST SPOUSE (Spouse)	<input type="text"/> %
TEST CHILD (Child)	<input type="text"/> %
Test Child (Child)	<input type="text"/> %
Total: 100.0000%	

▼ Add Secondary Beneficiaries (optional)

Name	Percentage
My Estate (Employee)	<input type="text"/> %
TEST SPOUSE (Spouse)	<input type="text"/> %
TEST CHILD (Child)	<input type="text"/> %
Test Child (Child)	<input type="text"/> %
Total: 0.0000% (must equal 100%)	

