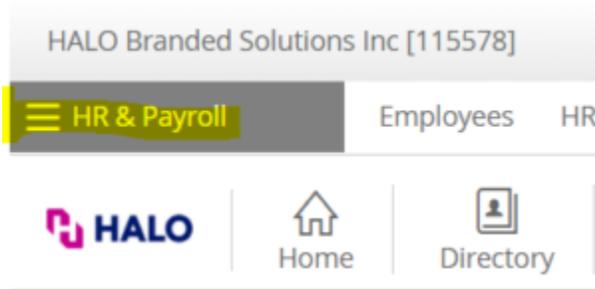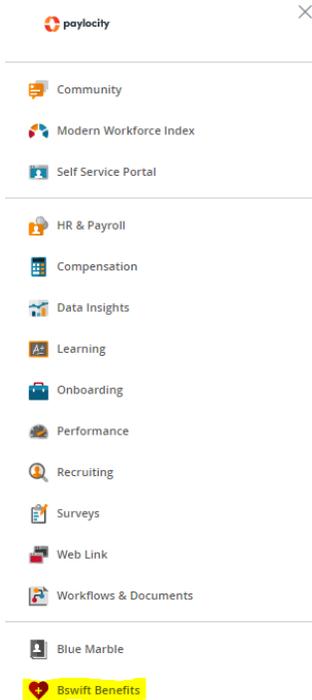# How to Update Your Benefits Beneficiary Designation

Follow the steps below to assign or update your beneficiary designation.
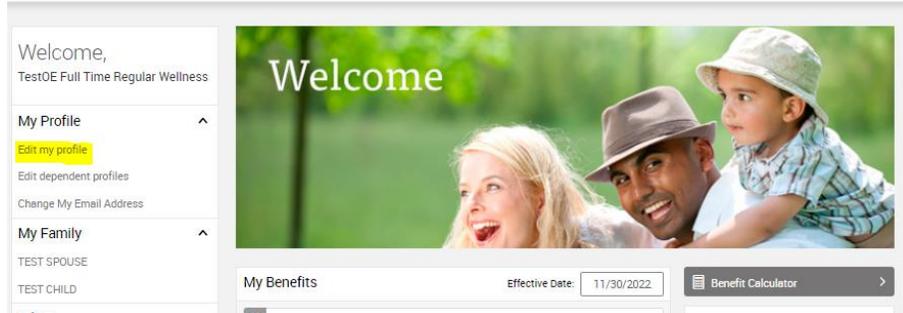
1. Login to your Paylocity Account – **access.paylocity.com/** (Our company code is 115578)
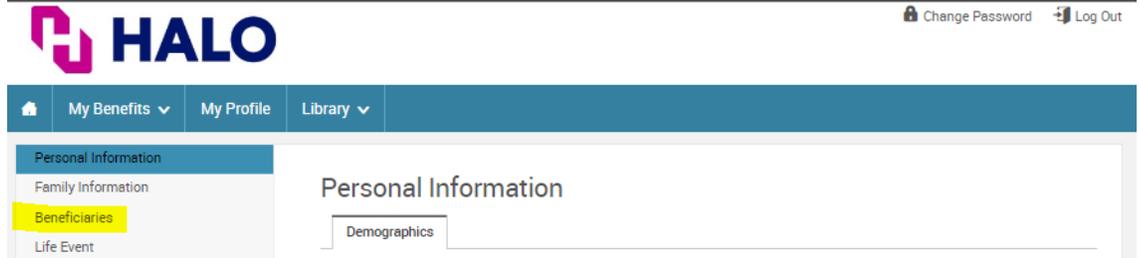2. Click the gray menu at the top left labeled **HR & Payroll**

   o
3. Navigate to **Bswift Benefits** (last item in the drop-down)

   o
4. Click **Edit my Profile**

HALO

5. Click **Beneficiaries**

6. Make your Beneficiary Designation.
   - You may have multiple primary beneficiaries or can allocate as primary and secondary beneficiaries.