

Beneficiary designation changes can be made any time in Workday at

myworkday.com/wday/authgwy/maritz/login.html.

1. From the Home page, click the **Benefits and Pay** application. If it is not showing in **Your Top Apps**, click **View All Apps**.
2. Click **Change Benefits** under Tasks and Reports.
3. Click the **drop-down menu** next to Change Reason and select **Beneficiary Designation – Life and AD&D**.
4. Provide today's date for the **Event Date**.
5. Click **Submit**, then click **Open**.



(If you are unable to complete the task immediately, you can access it any time in your Workday inbox.)

6. Click **Let's Get Started**.



7. Click **Manage** on the benefit tile(s) that you want to update and click **Confirm and Continue**.
 - **Beneficiary designation changes must be made separately for each benefit.** Updating the beneficiary for one benefit (e.g., Basic Life) will not update your beneficiary designation(s) for any other benefit(s).
 - You cannot make enrollment or plan changes from this event.

- To make beneficiary changes to your 401k, go to rps.troweprice.com.

8. Click the (-) to remove a current Beneficiary. Click the (+) to add a Beneficiary and a box will appear.
9. Click in the blank box and select Existing Beneficiary Persons to see if the person you want to designate is already listed.

If the person **is** listed, click their name and it will be added as a beneficiary. You will then need to assign them a designation percentage, such as 100 if you only have one beneficiary.

If the person **is not** listed, click the back arrow next to "Existing Beneficiary Persons" and click **Add New Beneficiary or Trust**. Click Continue and provide all required information on the Legal Name and Contact Information tabs and click OK. Put in the percentage, such as 100.

- If you are listing more than one Primary Beneficiary, repeat this process until the total percentage for all Primary Beneficiaries is equal to 100.
- Secondary Beneficiaries are not required. If you want to add a secondary beneficiary, click the (+), click into the box that appears, and follow the instructions in Step 9.

10. Click **Save** to return to the main benefits tile page.
 - Repeat Steps 7 - 9 for all applicable benefit tiles.
11. **Carefully Review** your new beneficiary designation(s).
 - To go back to the main benefits tile menu, click **Cancel**.
12. Click **Review and Sign** when you have changed the beneficiary designation(s) for every Life and AD&D benefit(s) you want to update.
13. When finished, scroll down to click the **electronic signature box** - no hand-written signature is required.
14. Click **Submit** and you should see "You've submitted your elections."
 - Click **Done** or
 - Click **View Benefits Statement** to View/Print your beneficiaries.
 - Click Print and then click Download for a PDF document.