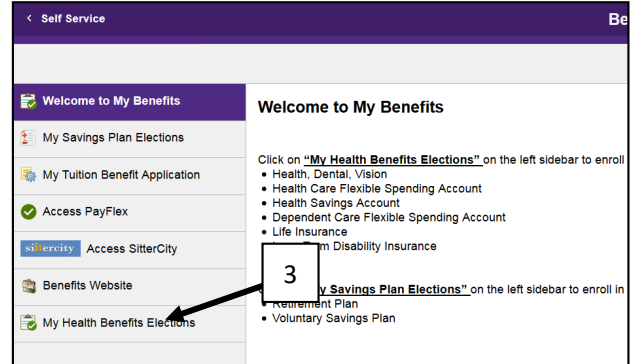
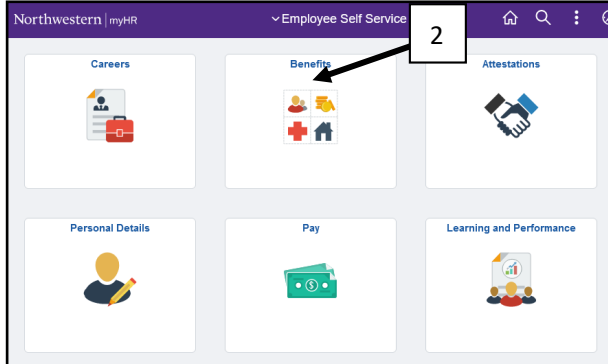


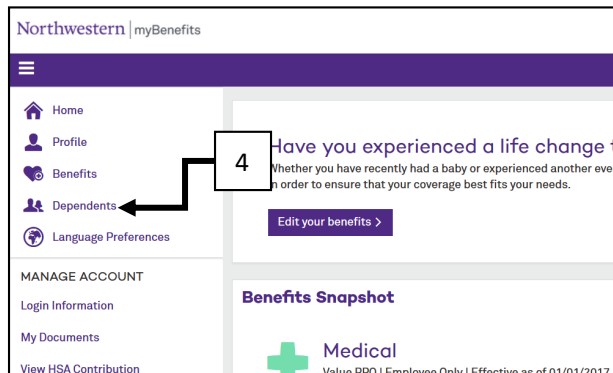
Accessing Benefits Enrollment Portal

1. Login to myHR at <http://www.northwestern.edu/myhr/>.
2. Select the **Benefits** tile in myHR Self Service.
3. Select **My Health Benefits Elections** from the left-hand menu. If nothing happens, ensure you have [disabled your pop-up blocker](#).

NOTE: Do not use the back button in your browser. It is best to use the previous button within the platform.



4. Select **Dependents** from the left of the page.



Life Benefit

Verify/update dependent SSN and address.

Before you enroll in benefits

Do you need to add any dependents to your profile?

Note: You'll also be able to add dependents and select who you want to cover when you enroll in or edit your benefits.

To add a dependent, click 'Add Dependent'

Name	Relationship	Date of Birth	Gender	Actions
Jane Doe	Spouse	1/1/1950	Female	Edit
Sally Joe	Child	1/1/1999	Female	Edit
Timmy Joe	Child	1/1/2004	Male	Edit

[Add Dependent](#)

[Next](#) [Previous](#)

SSN

Relationship *

Child

Physical Address

Use Employee Address

[Save](#) [Save & Add Another](#) [Cancel](#)

1. Select **Edit** or **Add** under the life benefit in which you would like to update your beneficiary.

Your Life coverage
Basic Life 2.5 Times 2018

Offered By: Dearborn National
 Coverage Amount: \$162,500.00 (2.5 times salary up to \$250,000.00)
 Imputed Income: \$142.88 per pay period
 Effective Date: 01/01/2017
 Persons Covered: Employee Name
 Beneficiaries: Beneficiary [Edit](#)

[Edit coverage](#) [Show Plan Details](#) ▾

Your Supplemental Life coverage
You have declined this benefit.

[Edit coverage](#)

NOTE: Do not use the back button in your browser. It is best to use the previous button within the platform.

2. To update a beneficiary:

- Check or uncheck the box next to name to use or not use;
- Change Beneficiary Type from Primary or Secondary;
- Update date Allocation;
- Select Add Beneficiary to add additional beneficiaries.
- When finished select **Next** at the bottom of the screen and **Save** on next page.

Note: if you do not have anyone listed as beneficiary, use Add Beneficiary radio button at the top of the screen.

Life: Beneficiary information

Please select the beneficiaries for this benefit, specifying whether they are Primary or Secondary as well as the allocation percentage(s).

Your Beneficiary is the person (or persons) who will receive your Basic and Supplemental Term Life Insurance benefits if you die. You can name anyone you want as your Beneficiary(ies) - and designate as many people as Beneficiary(ies) as you wish. (Note: You may not name Northwestern University as a Beneficiary.)

Use	Name	Relationship	Date of Birth	SSN/ID	Beneficiary Type	Allocation %	Actions
<input checked="" type="checkbox"/>	Jonathan Doe			Spouse	Primary	100	Edit
<input type="checkbox"/>	Jonathan Doe Trust			Trust	---Please Select---	0	Edit
<input type="checkbox"/>	Carol Doe			Child	---Please Select---	0	Edit

[Add Beneficiary](#)

Please Note:
 Secondary beneficiaries will receive proceeds in the event that all primary beneficiaries are no longer living.