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.
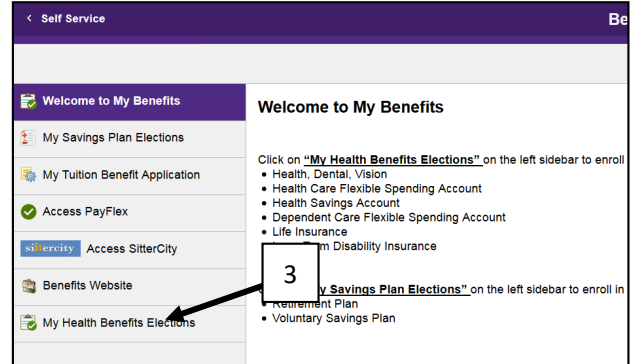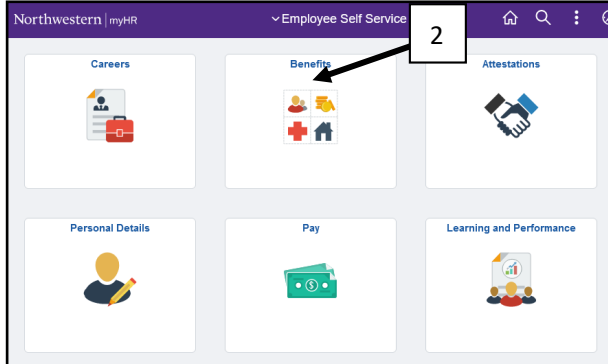
4. Select **Dependents** from the left of the page.
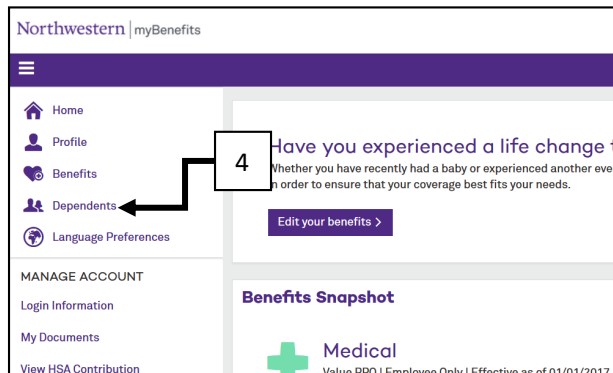
Verify/update dependent SSN and address.

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

2. To update a beneficiary:

   a. Check or uncheck the box next to name to use or not use;

   b. Change Beneficiary Type from Primary or Secondary;

   c. Update date Allocation;

   d. Select Add Beneficiary to add additional beneficiaries.

   e. 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.