Human Resource Information Syste

Quick Steps
Update NU Life Ins Beneficiary for Basic or Supplemental Life Insurance

How to add or update beneficiary information and change allocation of life insurance benefit amounts.

1. Access HRIS Self Service: https://nuhr.northwestern.edu

2. Log in using your **Net ID** and password. [*This is the ID and password that you currently use to log into Northwestern Systems such as email and Meeting Maker*].

3. Click on **Self Service>Benefits>Update NU Life Ins Beneficiary.**

4. Insurance beneficiaries are displayed as of date specified. Click the **Add/Update Beneficiaries** button to add or change life insurance beneficiary designations or add new beneficiaries.

5. The 'Change Beneficiary Detail' page displays the effective date of the change. Click **Continue** to proceed or **Cancel.**

6. The 'NU Life Ins Beneficiary Change' page appears. **Select** the plan you wish to update.

7. To edit a current beneficiary's information or to add a new beneficiary, click **Add/Review Beneficiaries**.

    - Click on a current beneficiary's name. Click **Edit** to change the beneficiary information and make your updates. **Save** your changes. Click **OK** and **Return.** Click **Return to Benefits Enrollment.**

    - To add a new individual or legal trust to your list of beneficiaries, click **Add a dependent or beneficiary**. Complete the required information and **Save**. Click **OK** and **Return.** Click **Return to Benefits Enrollment.**

8. On the 'Benefit Enrollment' page you will choose your **Primary Allocation** and/or **Contingent Allocation Method** and enter your allocations. If you choose **Percent,** all allocations must equal 100. If you choose **Amount,** then the dollar amount must equal the current coverage amount displayed at the top of the page and you must designate a beneficiary to receive the excess benefit. Click **Continue** when you are done with your changes**.**

9. The 'Benefits Enrollment' page will display for the plan which you just updated.

10. Click **Continue** and either **Select** another plan and update or **Submit** if you are done with your changes. You may discard your changes by clicking on **I Have No Changes**.

11. The 'Submit Beneficiary Change' page appears. This will be your final chance to either **Cancel** the beneficiary allocation changes which you just completed or **Submit** to finalize your changes.

12. After submitting your changes you will be able to print the 'Beneficiary Change Confirmation' page for your records by selecting **File>Print** in the top left corner of the page.

13. Exit Self Service as your update is complete.

14. An automatic email will be sent to your campus email address indicating that you have changed your beneficiaries. You may only change your beneficiaries once a day. Additional changes may be made the following day.

15. If you require additional assistance contact beneficiaryassistance@northwestern.edu or call the Benefits Division at (847)491-7513.

16. For additional information, see http://www.northwestern.edu/hr/hris/selfservice/index.htm .

(Rev 7/17/08)