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.

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

   ![Benefits Menu]

   Scroll down to the life coverage you wish to update. Note that you may have different beneficiaries for Basic Life and Supplemental Life. They are updated independently of each other.

   ![Life Benefit Details]

**NOTE:** Do not use the back button in your browser. It is best to use the previous button within the platform.
1. Select **Edit or Add** under the life benefit in which you would like to update your beneficiary.

   ![Beneficiary Information](image1)

   **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:
   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.

   ![Beneficiary List](image2)