

Accessing Benefits Enrollment Portal

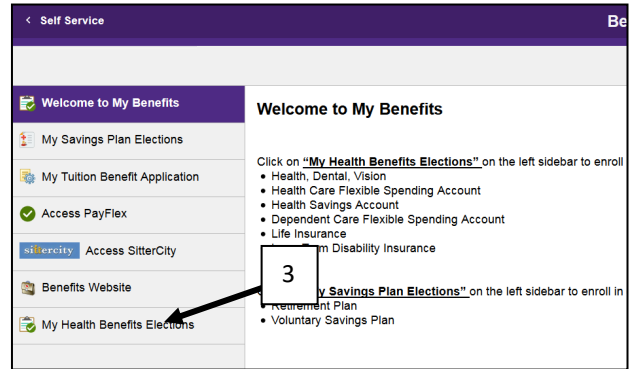
NOTE: Do not use the back button in your browser. It is best to use the previous button within the platform.

1. Login to myHR at <http://www.northwestern.edu/myhr/>.

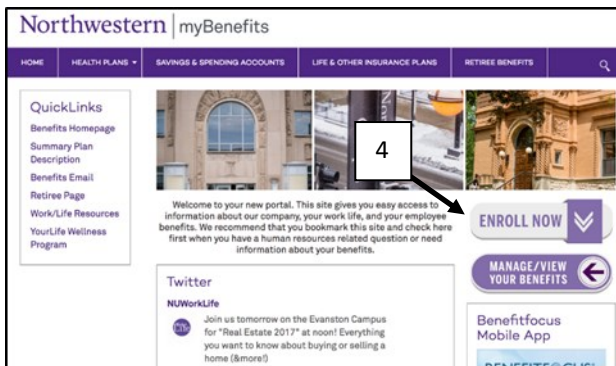
2. Select the **Benefits** tile in myHR Self Service.



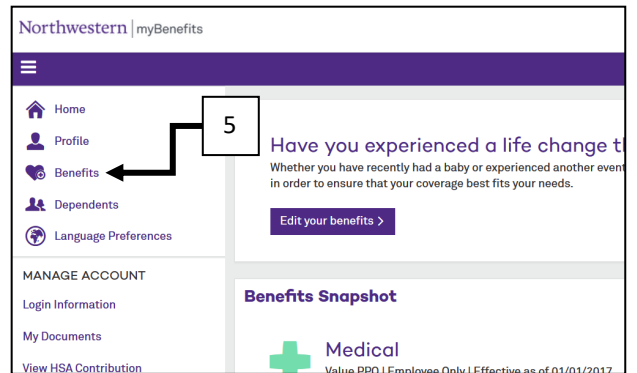
3. Select **My Health Benefits Elections** from the left-hand menu.



4. Select **Manage/View Your Benefits**

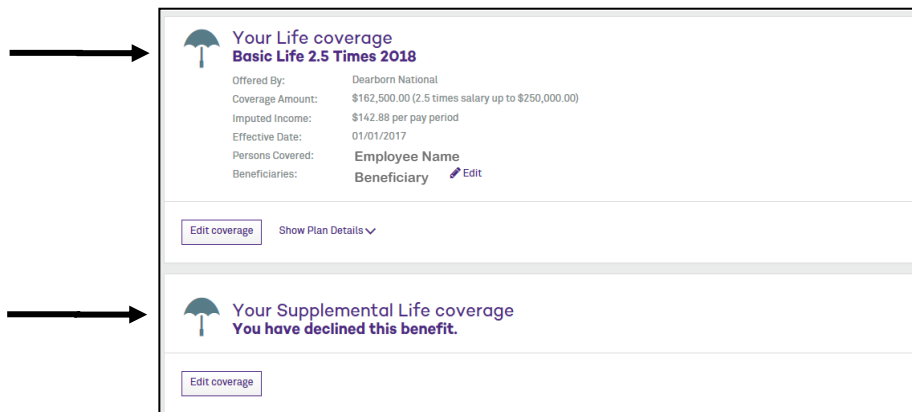


5. Select **Benefits** from the left of the page.



Life Benefit

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.



1. Select **Edit** 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](#)

Your Supplemental Life coverage
 You have declined this benefit.

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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.

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.