

How to Change Beneficiary: Add or Remove Beneficiary



This Guide will provide step by step instructions on how to add or remove Beneficiaries

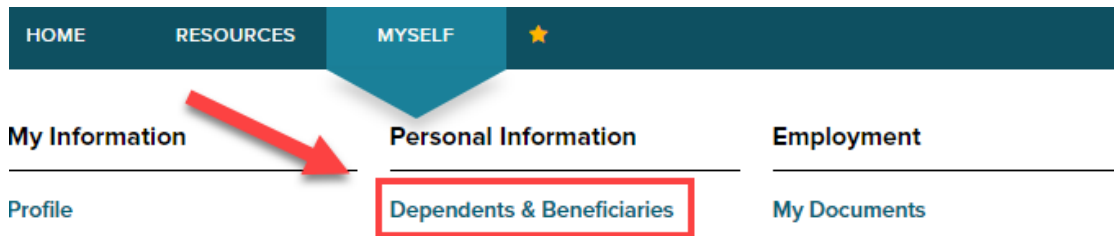
Step 1: Navigate to ADP: <https://workforcenow.adp.com/workforcenow/login.html>

Step 2: Enter your credentials (set up during open enrollment)

Step 3: Click under Myself

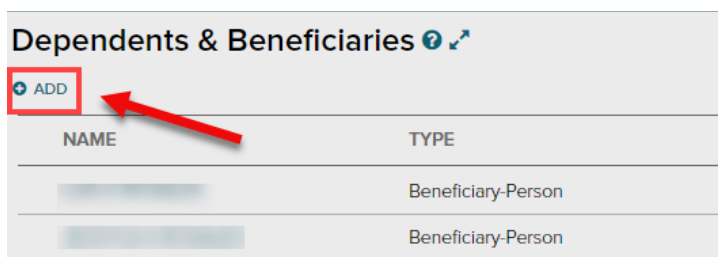


Step 4: Click on Dependents & Beneficiaries, under Personal Information category



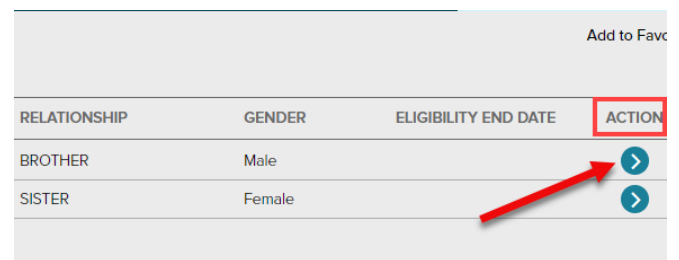
Adding Beneficiaries

Step 5: Click on ADD



Removing Beneficiaries

Step 5: Click the arrow  under Action category



Step 6: A window will pop up. Select a reason for adding a new beneficiary, according to your selection a separate question will be asked. Click **Continue** to proceed.

Add Dependents & Beneficiaries

Choose a reason below to continue.

Add Dependent **1**

- Add New Child
- Adoption
- Child Gains Eligibility
- Marriage
- Add Beneficiary

CANCEL **CONTINUE** **2**

Step 7: Enter First name and Last name, Date of Birth, Gender, and any other field with an asterisk. Must include a Social Security number.

*** = required**

First Name* **1**

Middle Name

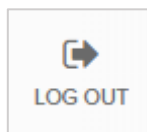
Last Name* **2**

Step 8: Click **Done** when all information has been entered. You may add another Beneficiary by clicking **Add Another**.

CANCEL ADD ANOTHER **DONE**

You have successfully added a beneficiary.

Please remember to **logout of ADP** at the top of the screen when you are finished.



Step 6: Click **Delete**

GENDER	ELIGIBILITY END DATE	ACTION
Male		Delete
Female		

Step 7: A window will appear asking if you would like to delete the selected beneficiary. If so, click **Ok**

Delete

Are you sure you want to delete the selected item(s)?

CANCEL **OK**

You have successfully removed a beneficiary from your enrollments.

Please remember to **logout of ADP** at the top of the screen when you are finished.

