Beneficiary Change

| Enrollment Steps | Screen Shots |
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| 1. Sign in (Option a, b, or c)
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| * 1. Single Sign On (SSO)
		1. Log into MySLCC
		2. Navigate to the Employee Tab of MySLCC.
		3. Click on the Benefit Enrollment link underneath the Employee Dashboard. (When using this link, you may be asked to also sign into your SLCC Microsoft Office 365 account.)
 | Benefits Enrollment Portal on your myslcc page |
| * 1. Direct Login
		1. Open the link: <https://slccbenefits.hrintouch.com>
		2. To log in please use the following: Username = “SLCC” + “ID#” Example: SLCCS00123456. Temporary Password = SSN with dashes. Example: 999-99-9999
		3. Create a new password
 | Direct Login Screen |
| * 1. App
		1. Install the Benefitfocus App from Google Play or the Apple App Store
		2. Reset your password via *Direct Login* before you use the Mobile App
		3. Enter our company code: SLCCBenefits
		4. To log in please use the following: Username = “**SLCC**” + “**ID#**” -- Example: **SLCCS00123456.** Password: Newly created password
 | BenefitFocus App |
| 1. Click on the Click here to enroll in Benefits button
 | Welcome screen on Benefits Communication Portal |
| 1. Change your beneficiary by clicking on Benefits then on Your Benefits
 | Benefits tab showing the Your Benefits Link |
| 1. Click on Edit with the pencil icon
 | Life insurance coverage screenshot |
| 1. Remove a beneficiary by unclicking the checkmark next to their name. To add a beneficiary click the Add Beneficiary button. Make sure to fill in the beneficiary type and allocation
 | say if you want beneficiaries as primary or secondary and the percent you want to give them of the total |
| 1. Save changes
 | Save and Cancel buttons screenshot |