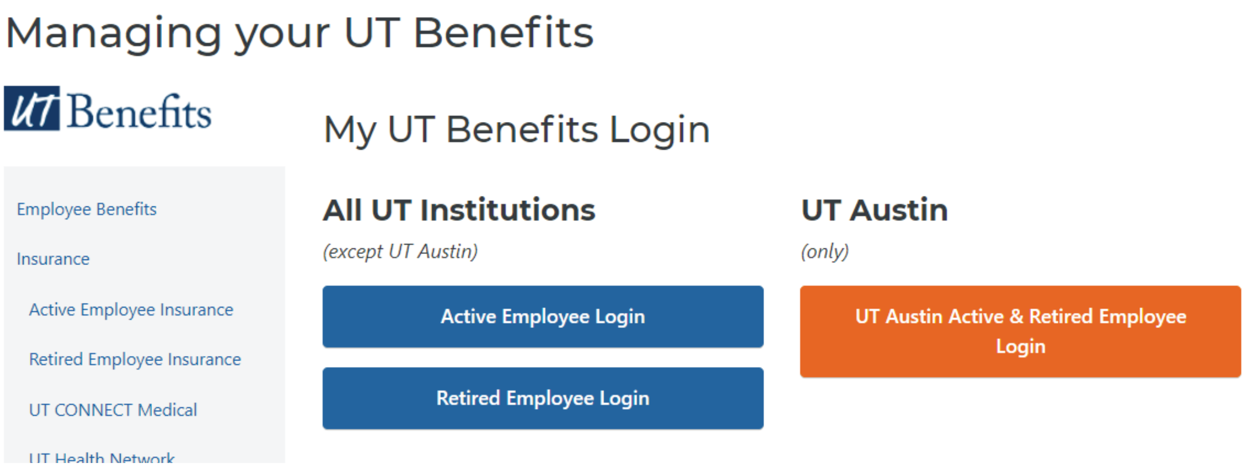
Updating Beneficiaries in My UT Benefits

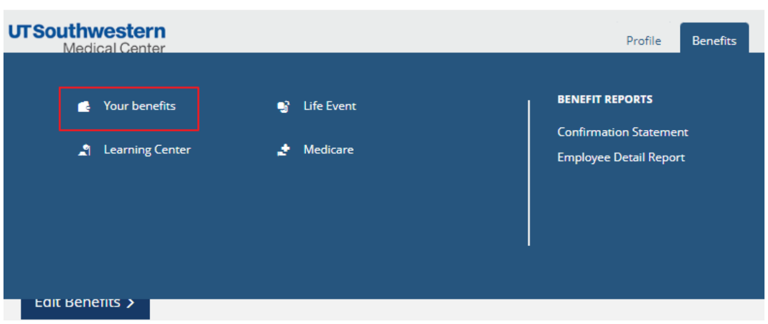
If you have beneficiaries for Life or Accidental Death and Dismemberment insurance on file with the vendor Blue Cross and Blue Shield (formerly known as Dearborn National), they still have the beneficiary information on file and would use that information in the case of a claim. If you do not know the status of your beneficiary information with the vendor, you may contact them at 1-866-628-2606 to confirm that information.

The beneficiary information previously submitted in the vendor's system is not available for you to view or update in the new My UT Benefits system. In order to view, monitor, and update your beneficiary information now and going forward, please update your beneficiary information in My UT Benefits.

Go to Managing Your UT Benefits at utbenefits.link/manage and select the correct link to log in to the My UT Benefits platform:

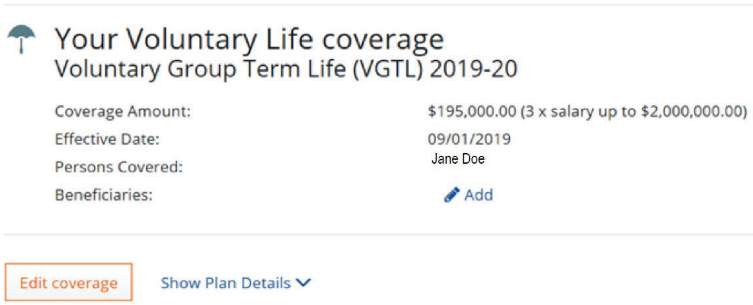


Once logged in, go to the *Benefits* tab and select *Your benefits*

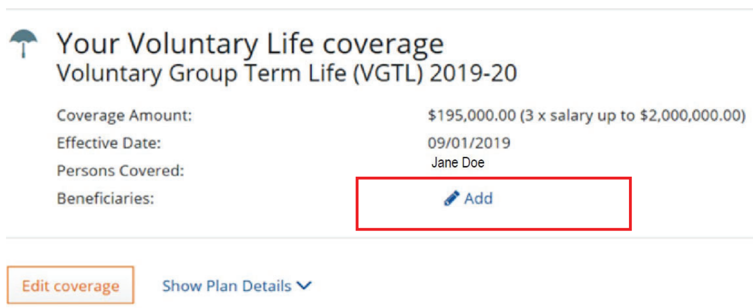


To Add a Beneficiary (if you have no beneficiary on file for that coverage)

1. Go to any benefit for which beneficiary designations apply (Employee/Retiree life or AD&D)

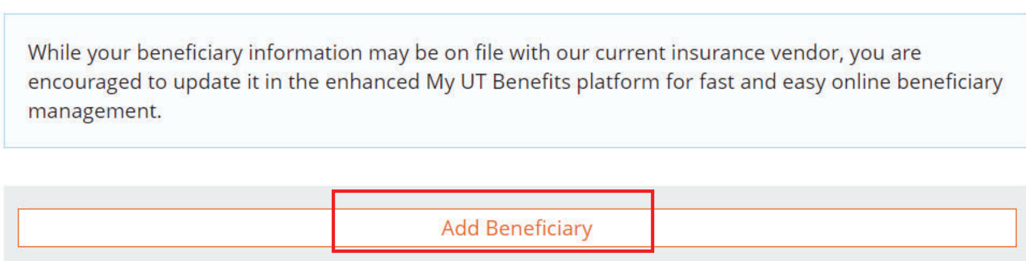


2. See the Beneficiaries line and click on *Add*

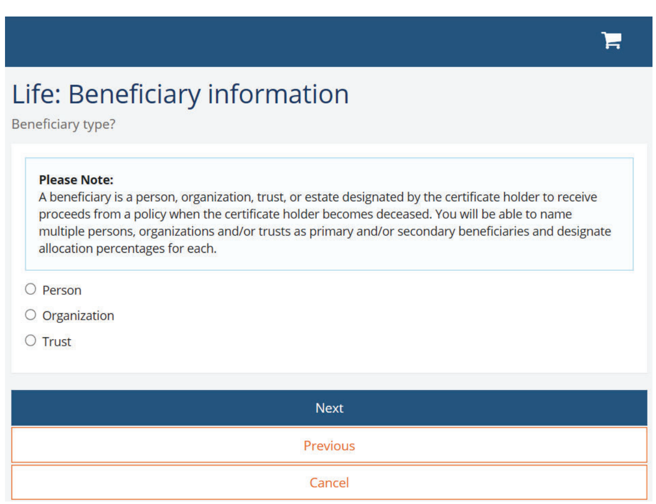


A new screen will open

3. Click *Add Beneficiary**



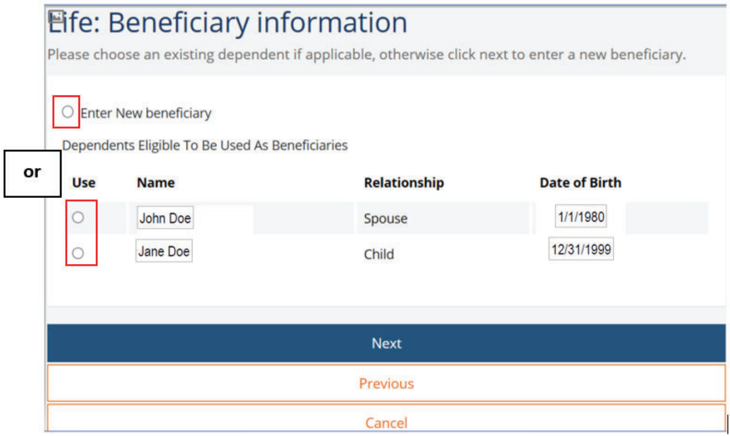
4. The system will take you through several screens to make the updates:



Your beneficiary may be:

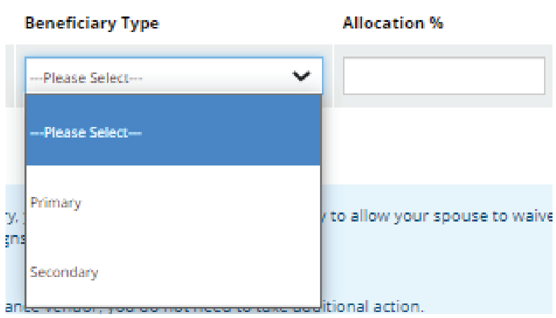
a. A person
b. An organization
c. A trust

When entering a Person, if you already have dependents in the system, you can select one of them or you can choose *Enter New Beneficiary*



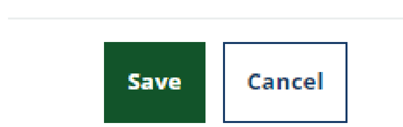
If you don't have the person's SSN or and organization's Federal Tax ID that's okay. Just click *Next*.

5. Choose the Primary or Secondary beneficiary type and an allocation percentage. You must have at least one Primary beneficiary, and your allocations must equal 100%.



***IMPORTANT:** If you reside in AZ, CA, ID, LA, NV, NM, TX, WA or WI, and you name someone other than your spouse as primary beneficiary, your spouse's consent will be necessary to allow your spouse to waive his or her rights to any community property interest in the benefits. Payment of benefit may be delayed or disputed unless your spouse signs the Beneficiary Designation Form. (https://www.bcbstx.com/ancillary-ut/pdf/anc-add-ben-designation-tx-ut.pdf)

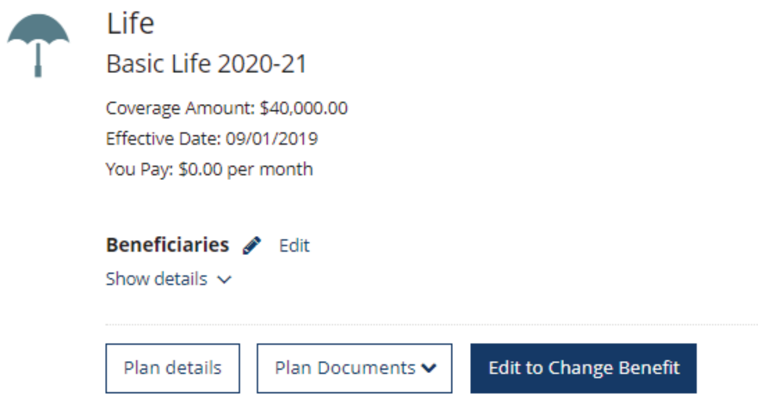
6. When you're finished entering your beneficiary designations, please remember to *Save* your changes.



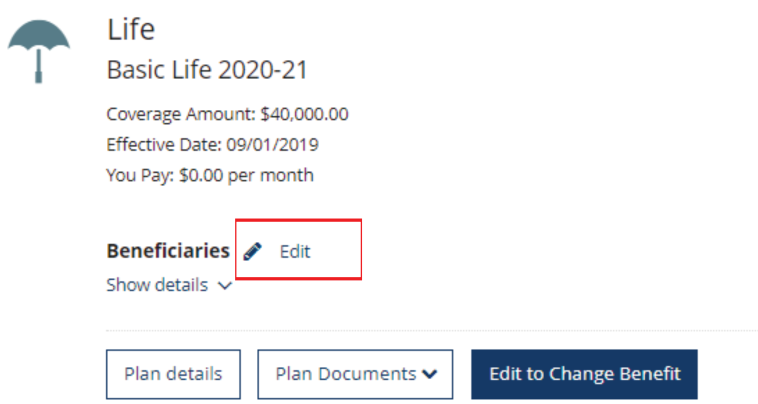
If you have an email on file, you will get a confirmation that you've made updates.

To View or Edit existing beneficiaries

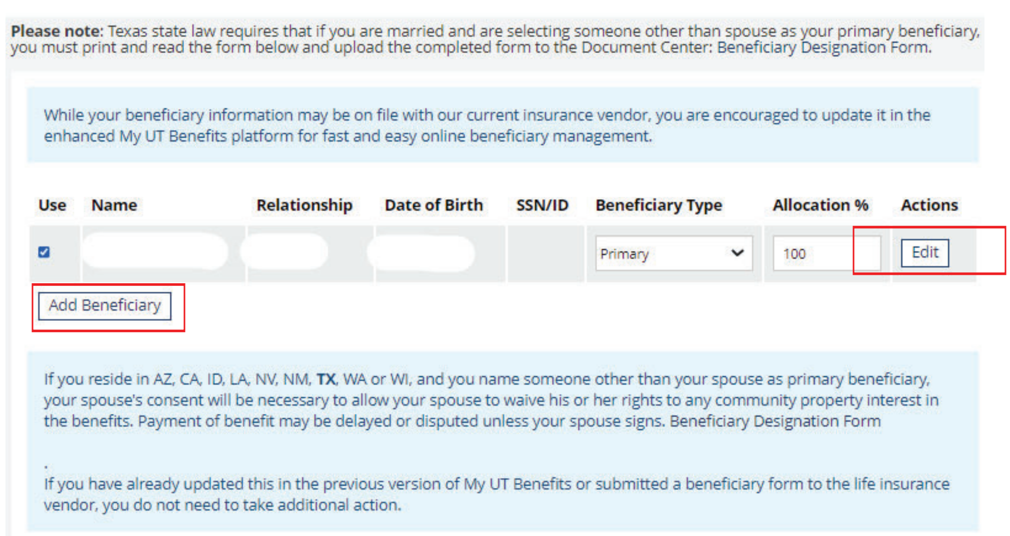
1. Go to any benefit for which beneficiary designations apply (Employee/Retiree life or AD&D)



2. Click *Edit*



3. To change, click *Edit or Add Beneficiary*



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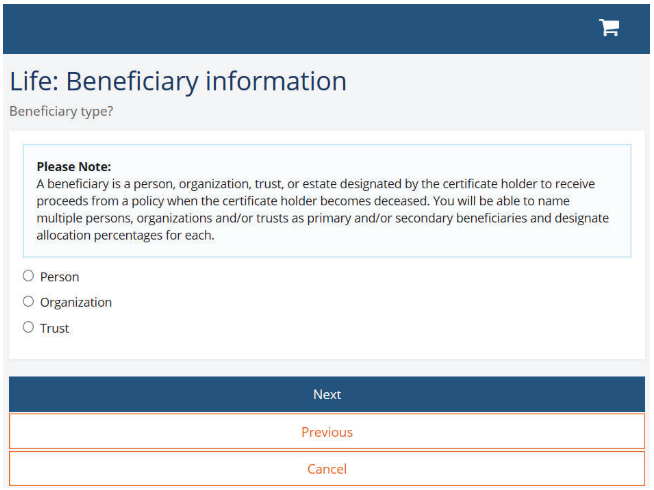

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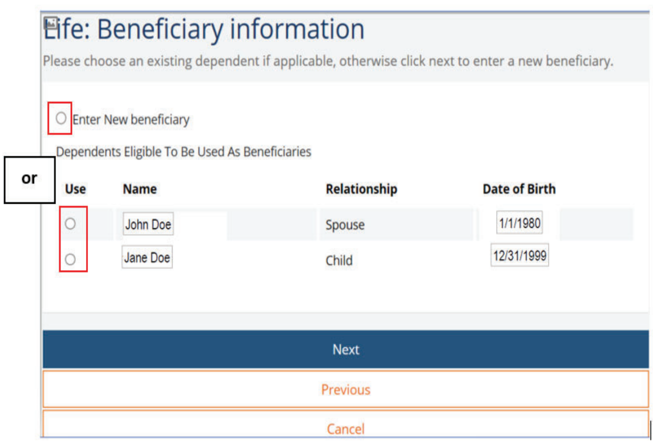

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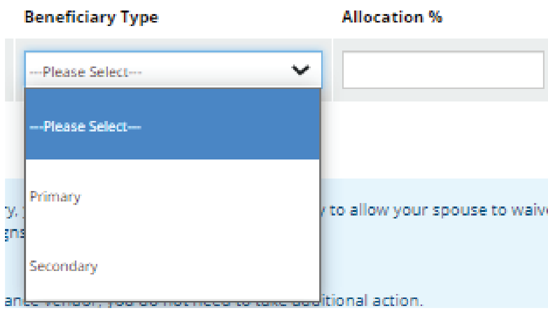

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