



selecting your Primary Beneficiaries

GUIDE TO ONLINE ENROLLMENT

OVERVIEW



The beneficiary designations in Bellevue Benefits apply to life and accidental death insurance paid for by the City of Bellevue and life and accidental death insurance paid for by the employee.

Beneficiary designations on coverage purchased for a spouse, domestic partner or child are not required. The employee purchasing this coverage is the beneficiary should there be a death claim on the insured dependent.

Beneficiary changes can be made at any time. Click on the “**My Benefits**” icon to open the Beneficiary page or click the Quick Link entitled “**Beneficiary.**”



INSTRUCTIONS

To name one or more primary beneficiaries, click “**Select Relationship**” to open the drop-down box that allows you to select a dependent already entered into Bellevue Benefits, or you can add individuals who are not dependents as beneficiaries. When adding a beneficiary, you are required to provide a first and last name. You may also add an address, phone number and other relevant information regarding anyone you are adding. Click “**Done**” to save the information for the added beneficiary. Click “**Cancel**” to return to the Beneficiary screen without adding a beneficiary.

To indicate the percentage the selected beneficiary should receive, enter an amount from 1 to 100.

If naming only one primary beneficiary receiving 100%, click “**Save.**”

If naming more than one primary beneficiary, click “**+**” to open up an additional relationship box. Repeat the process and assign a percentage.

To remove a beneficiary, click on the **trash can** icon.

Once all beneficiaries have been added and percentages assigned, click “**Save.**”

If making only Primary Beneficiary Designations, click “**Save & Continue**” to advance to the next screen.



selecting your Secondary Beneficiaries

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A Secondary Beneficiary is known as a contingent beneficiary. This functionality in Bellevue Benefits allows you to name one or more individuals or entities who would receive your life benefit should your Primary Beneficiary(ies) pre-decease you.



Basic Life and Accidental Death and Dismemberment Class 2-Employer Paid Life and AD&D

Primary	Spouse Sample[Spouse]	100 %	
Secondary	Baby Sample[Child]	50%	Twin Sample[Child]

INSTRUCTIONS

To add one or more Secondary Beneficiaries, click **“+ Add Secondary Beneficiary.”**

Click **“Save”** upon completion of adding your Second Beneficiary(ies).

Click **“Save & Continue”** to save Primary and Secondary Beneficiary(ies) and advance to the next screen.

Click **“Reset”** to clear the information added/changed and start over.

Click **“Back”** to return to the last screen from which you advanced.

Click the pencil icon to change existing beneficiary designations.

To print beneficiary details, click the printer icon.

