

## Online Beneficiary Designation Instructions

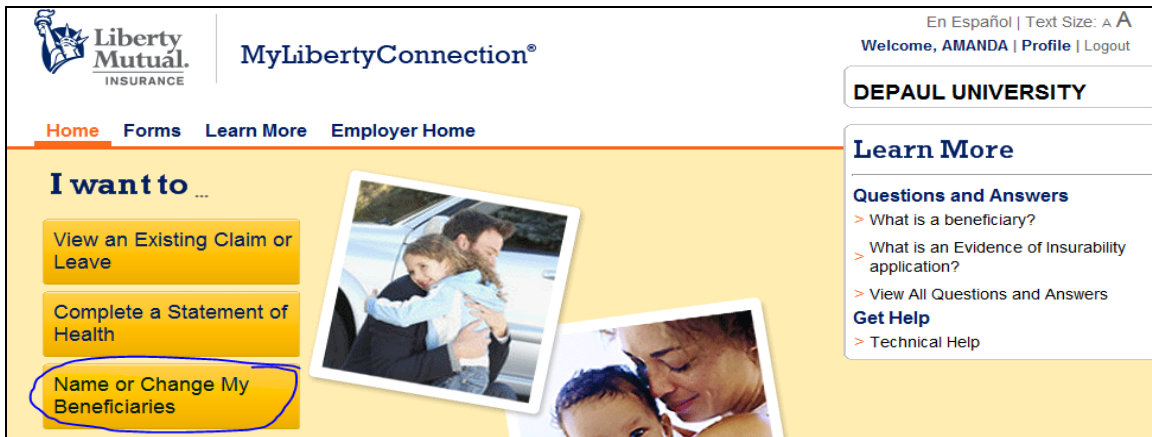
MyLibertyConnection via Campus Connection provides you with a secure and convenient way to submit and store your beneficiary designations online. This web service is available to you 24 hours a day, 7 days a week (except for planned maintenance periods).

### How do I log on to MyLibertyConnection?

1. Use your browser to log on to Campus Connection: <https://campusconnect.depaul.edu>
2. Select: Self Service > Benefits > Liberty Mutual

### How do I enter my Beneficiary information?

After you log in, click on “Name or Change Beneficiary Information” to start the Beneficiary Designation submission process. The submission interview is comprised of three main parts:



En Español | Text Size: A **A**  
Welcome, AMANDA | Profile | Logout

**DEPAUL UNIVERSITY**

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**Questions and Answers**

- > What is a beneficiary?
- > What is an Evidence of Insurability application?
- > View All Questions and Answers

**Get Help**

- > Technical Help

### Part 1 – About you

- You will be provided with details on information needed to name or change your beneficiary. Click “Start”



## Beneficiary Designation - Life Insurance

### Name or Change Beneficiary Information

1. About You > 2. About Your Beneficiaries > 3. Confirm and Submit

Complete this form if you have been instructed by your employer or your employer's benefit plan administrator to provide beneficiary designation information or if you need to update your beneficiary designation information.

After you submit your beneficiary information, you will receive a confirmation report. When you are ready to name or change your beneficiaries, click 'Start' to begin.

Please review the following information:

- Finalize your language preference. To set your language preference to Spanish, click on the Home tab to return to the home page; then click "En Espanol" at the top right-hand corner of the page.
- You will need Adobe Reader to view your confirmation report. Adobe Reader can be downloaded for free by [clicking here](#). On the Adobe homepage, visit the "Download" section to install Adobe Reader.
- For added security, this site has a time-out feature. You will have 15 minutes to complete each page.

Before starting, please collect the following information about each beneficiary:

- Name – first, last, trust, charity or organization
- Date of birth
- Date of trust (if applicable)
- Social security number
- Phone number
- Address

[CANCEL](#)

[START](#)

- Enter your DePaul ID into the Employee ID box if not pre-filled and enter in all other required personal information marked with a red asterisk.
- Click "Next" once completed

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### Name or Change Beneficiary Information

1. About You > 2. About Your Beneficiaries > 3. Confirm and Submit

Employee ID

First Name

Last Name

Preferred E-Mail Address  Confirmation emails will be sent to this address.

[BACK](#) [CANCEL](#) Step 1 of 3 [NEXT](#)

## Part 2 – About your Beneficiaries

- Click [“Add Beneficiary”](#) in the top left of the screen

[Home](#) [Claims & Leaves](#) [Forms](#) [Learn More](#) [Employer Home](#)

### Name or Change Beneficiary Information

1. [About You](#) ✓ 2. [About Your Beneficiaries](#) 3. [Confirm and Submit](#)

**About Your Beneficiaries** \*Maximum of 15 beneficiaries allowed.  
Beneficiary Information Last Submitted ... 03/06/2012 at 3:57PM ET  
[Add Beneficiary](#)

Primary Beneficiary		
Name	Relationship /Type	Allocation

Contingent Beneficiary		
Name	Relationship /Type	Allocation

- A drop box will appear asking you to “Choose Beneficiary Type. Select if Primary or Contingent.
- You will then need to answer questions regarding the beneficiary selected. Click “Add” once completed.

1. [About You](#) ✓ 2. [About Your Beneficiaries](#) 3. [Confirm and Submit](#)

**About Your Beneficiaries** \*Maximum of 15 beneficiaries allowed.  
Beneficiary Information Last Submitted ... 03/06/2012 at 3:57PM ET  
[Add Beneficiary](#)

Primary Beneficiary		
Name	Relationship /Type	Allocation

Contingent Beneficiary		
Name	Relationship /Type	Allocation

Choose Beneficiary Type

Choose Beneficiary

Relationship

First Name

Middle Initial

Last Name

Date of Birth

SSN or Tax ID

Phone Number

Country

Address 1

Address 2

City

State

Zip Code

Step 2 of 3

- To add another beneficiary, either primary or contingent, once again click “[Add Beneficiary](#)” in the top left of the screen and repeat steps as needed.

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## Name or Change Beneficiary Information

1. About You ✓ 2. About Your Beneficiaries 3. Confirm and Submit

**About Your Beneficiaries** \*Maximum of 15 beneficiaries allowed.  
Beneficiary Information Last Submitted ... 03/06/2012 at 3:57PM ET  
[Add Beneficiary](#)

Primary Beneficiary		
Name	Relationship /Type	Allocation
Sally Smith	Spouse/Domestic Partner	<input type="text"/> %
Equal Shares		<input checked="" type="checkbox"/>
Total Percentage		100 %

Contingent Beneficiary		
Name	Relationship /Type	Allocation

- Once all beneficiaries added, update allocation % as needed. Note must equal 100%. If you do not want equal shares among your beneficiaries, click the “Equal Shares” box so it un-checks and update the percentages.
- Once completed, click “Next”

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## Name or Change Beneficiary Information

1. About You ✓ 2. About Your Beneficiaries 3. Confirm and Submit

**About Your Beneficiaries** \*Maximum of 15 beneficiaries allowed.  
Beneficiary Information Last Submitted ... 03/06/2012 at 3:57PM ET  
[Add Beneficiary](#)

Primary Beneficiary		
Name	Relationship /Type	Allocation
Sally Smith	Spouse/Domestic Partner	75 %
Sally Smith	Child	25 %
Equal Shares		<input type="checkbox"/>
Total Percentage		100 %

Contingent Beneficiary		
Name	Relationship /Type	Allocation

BACK CANCEL Step 2 of 3 NEXT

### Part 3 – Confirm and Submit

- Review information. If edits needed click “back.” If no edits needed, click the box for your “Electronic Signature” confirming you have designated the beneficiaries above and understand this submission revokes any prior designations.
- Click “Submit”

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## Name or Change Beneficiary Information

1. About You ✓ 2. About Your Beneficiaries ✓ 3. Confirm and Submit

Primary Beneficiaries		
Name	Relationship /Type	Allocation
Sally Smith	Spouse/Domestic Partner	75 %
Sally Smith	Child	25 %
Total Percentage		100 %

Contingent Beneficiaries		
Name	Relationship/Type	Allocation

By checking the "Electronic Signature" box below, you are affirming that the individuals shown above are your designated beneficiary(ies). You hereby certify that you have read and understand the instructions for this online form and that all the information you have entered is true and complete. You understand that the submission of this online form revokes any prior designations that you have made.

Electronic Signature

BACK CANCEL Step 3 of 3 SUBMIT

### What happens when my Beneficiary Designation is submitted?

You will see a “Confirmation” screen confirming that “You Have Successfully Submitted your beneficiary designation information.” If you click on the “Click Here” link, you can print a detailed summary report confirming the information you submitted during your session.

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## Name or Change Beneficiary Information

Thank you! You have successfully submitted your beneficiary designation information.

Your submission was received on 03/15/2012 at 02:16 PM ET.

A confirmation e-mail has been sent to you.

To view your Confirmation report, [Click Here](#).

**Your Next Step:**

- Please take a moment to print or save a copy of your confirmation report for your records.

**Questions:**

- If you have questions about the process or next steps, please review [Questions and Answers](#).

You will need Adobe Reader to view your confirmation report.

Adobe Reader can be downloaded for free by [clicking here](#).

### What information is on the summary report?

The summary report will provide the following:

- A submission time and date stamp
- A summary of the information and answers you provided in Part 1 and Part 2 of the online submission.