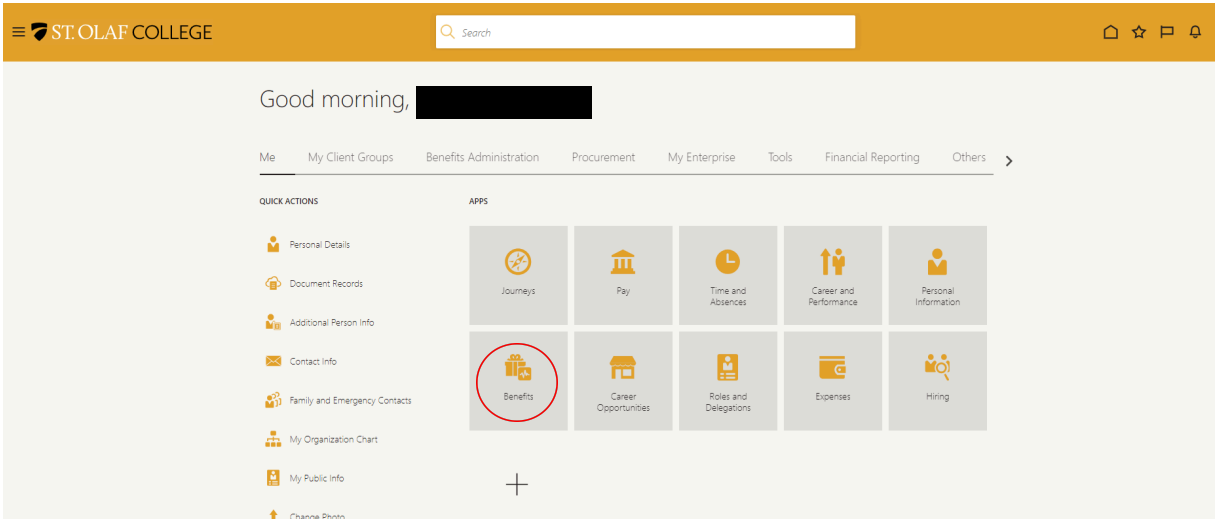


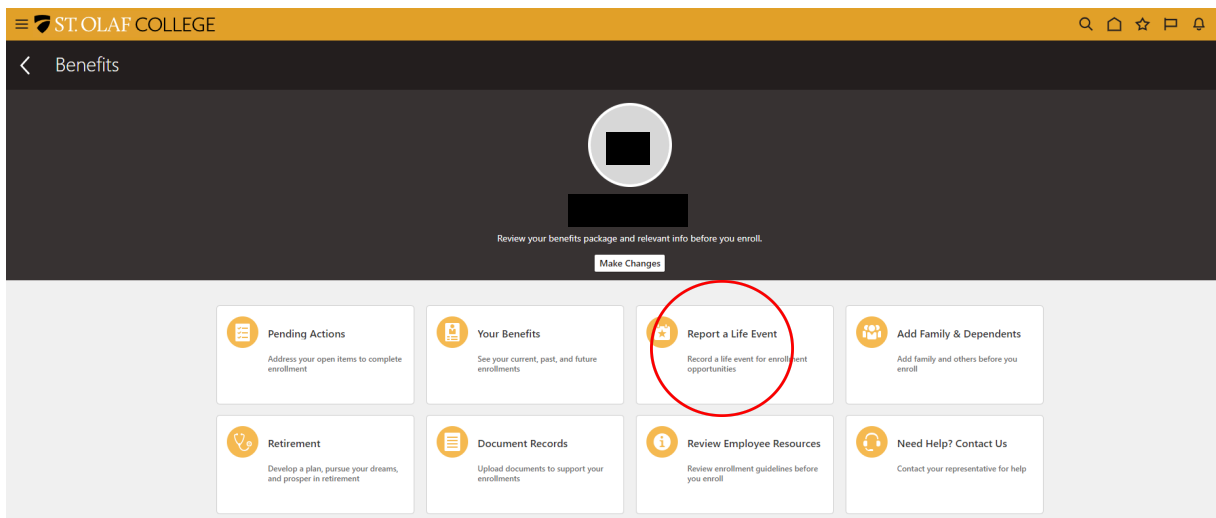
How-to: Change Beneficiary

Log in to Oracle here: [Oracle login](#)

On the 'Me' screen, select the 'Benefits' tile.



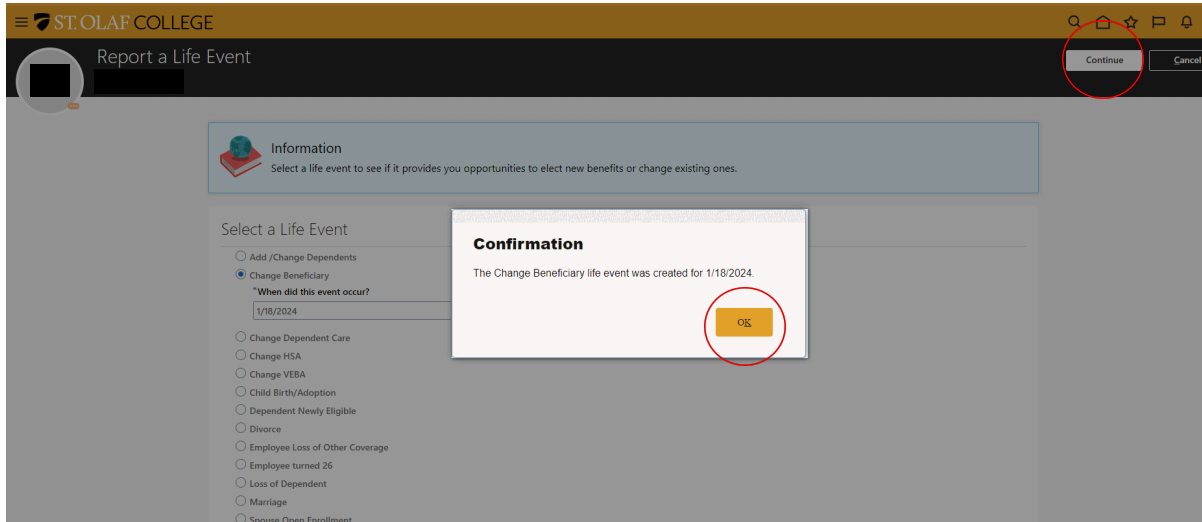
Then, select the 'Report a Life Event' tile.



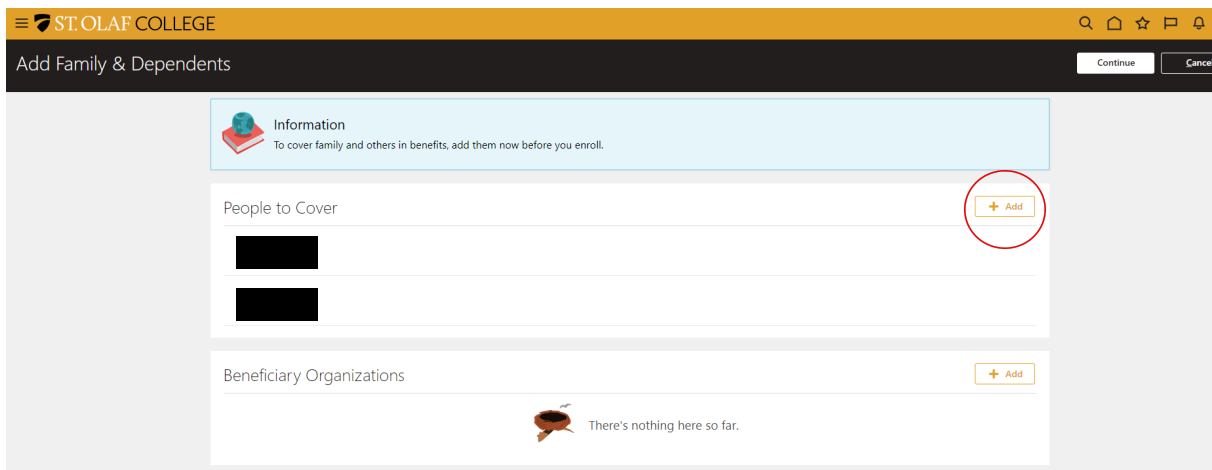
From the drop-down menu under “Select a Life Event,” choose “Change Beneficiaries.”

In response to the question, “When did this event occur?” enter **today’s date**. Then click the “Continue” button at the top-right-hand corner of your screen.

A pop-up, “Confirmation,” will appear. Click the “OK” button to continue.



You will automatically be brought to the “Add Family & Dependents” screen. You can add family and dependents under “People to Cover” and trusts or other beneficiary organizations under “Beneficiary Organizations.”



Here you will enter your beneficiary's information if you selected "People to Cover." Then click the "Submit" button at the top-right-hand corner of your screen.

Note: You are required to enter the Last Name, First Name, Relationship, Start date of this relationship, and SSN for each dependent.

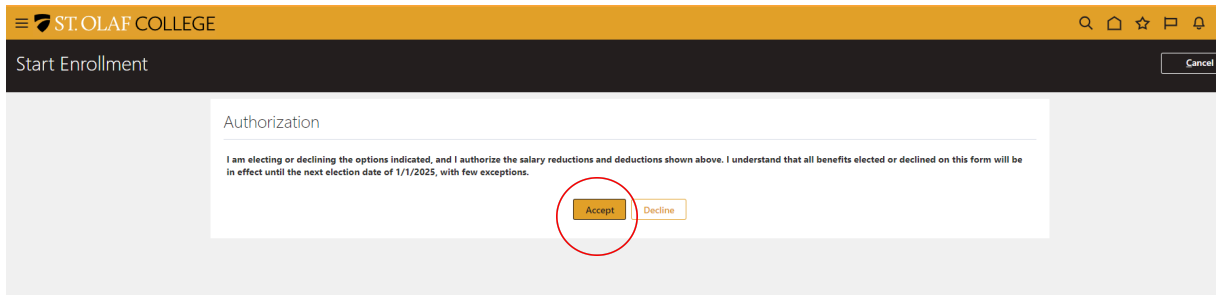
The screenshot shows a web form titled "New Contact" from St. Olaf College. The form is divided into two columns of input fields. The left column includes fields for Title, Last Name, First Name, Relationship, Start Date, Student Status, Disability Type, and Address. The right column includes fields for Suffix, Middle Name, Preferred/Current Name, Professional Last Name, Gender, Date of Birth, a checkbox for "This person is an emergency contact", Disability Status, Covered by another plan?, and Plan. A red circle highlights the "Submit" button in the top right corner of the form area.

Here you will enter your trust or other beneficiary organization information as prompted if you selected "Beneficiary Organization." To continue, select "Save" and then the "Continue" button at the top-right-hand corner of your screen.

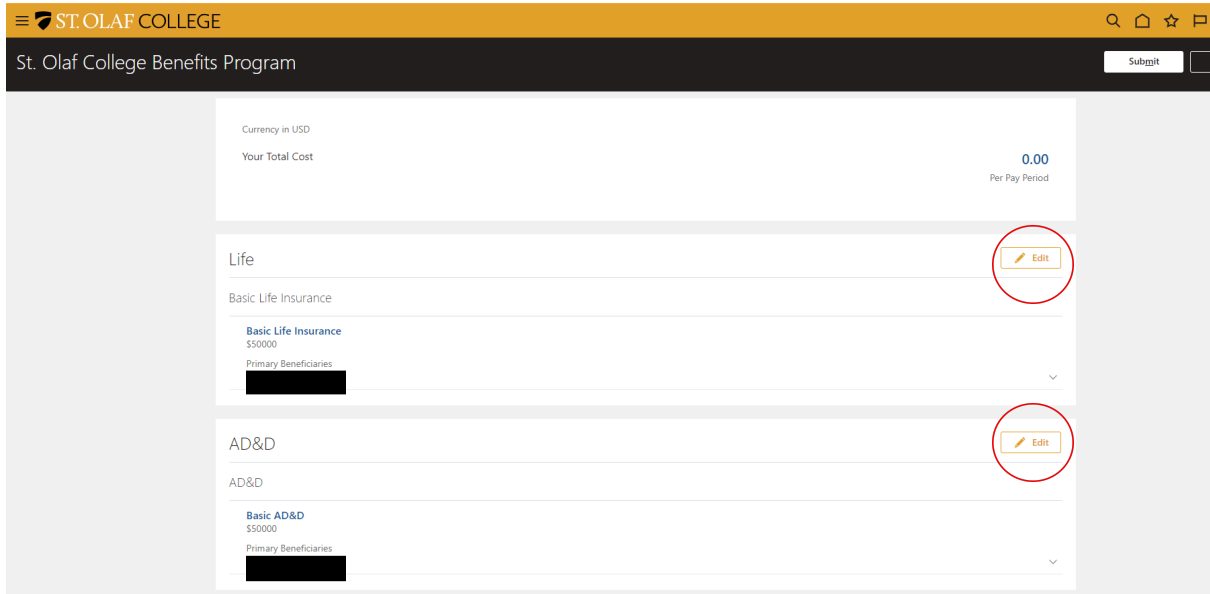
The screenshot shows a form titled "Beneficiary Organizations". It contains two main input fields: "Start Date" with a date picker showing "1/24/2024" and a "Beneficiary Type" dropdown menu. A red circle highlights the "Save" button in the top right corner of the form area.

Once you are finished, simply click the "Continue" button on the top-right-hand corner of your "Add Family & Dependents" screen.

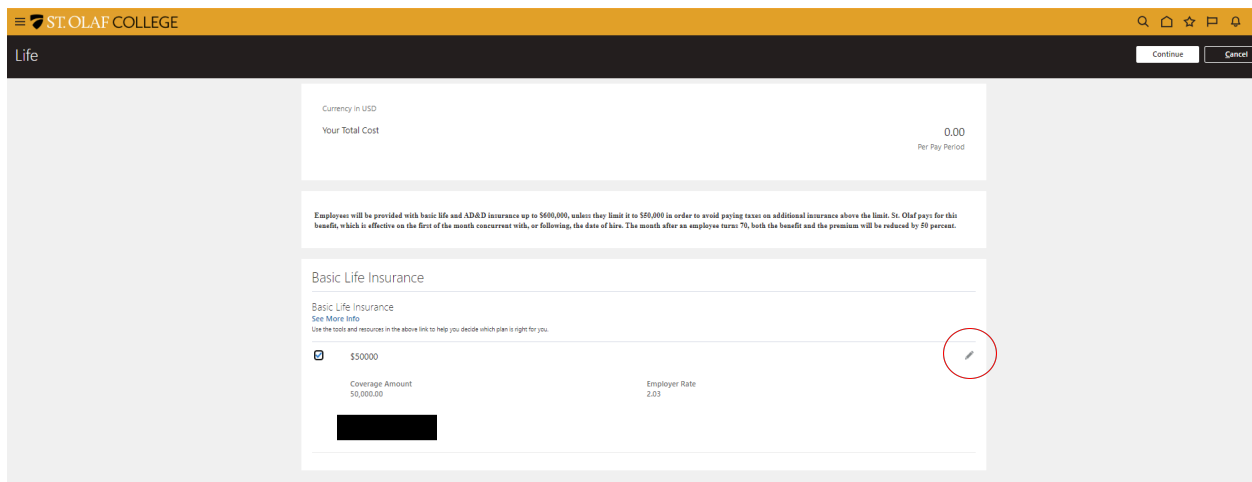
The next screen, "Authorization," will ask you to authorize the election that you are about to make. Please read the authorization, and then click the "Accept" button.



You will be automatically directed to a new screen, the "St. Olaf College Benefits Program," where you can change your beneficiaries using the "Pencil" icon.



Here you will assign a beneficiary to each life insurance policy.



Enter the percentage for each beneficiary. Continue by selecting “OK” and repeating the process for each life insurance policy. Once, you have designated your beneficiaries, select “Continue” in the upper right corner of your screen.

ST. OLAF COLLEGE

Life

Currency in USD
Your Total Cost 0.00
Per Pay Period

Employees will be provided with basic life and AD&D insurance up to \$500,000, unless they limit it to \$50,000 in order to avoid paying taxes on additional insurance above the limit. St. Olaf pays for this benefit, which is effective on the first of the month concurrent with, or following, the date of hire. The month after an employee turns 70, both the benefit and the premium will be reduced by 50 percent.

Basic Life Insurance

Basic Life Insurance
See More Info
Use the tools and resources in the above link to help you decide which plan is right for you.

Basic Life Insurance
\$50000

Coverage Amount
\$0.00000

Employer Rate
2.03

Primary Beneficiaries

Contingent Beneficiaries

0% left

100% left

OK Cancel

Once you have finished, continue by selecting “Submit.”

ST. OLAF COLLEGE

St. Olaf College Benefits Program

Currency in USD
Your Total Cost 0.00
Per Pay Period

Life Edit

Basic Life Insurance

Basic Life Insurance
\$50000

AD&D Edit

AD&D

Basic AD&D
\$50000

Submit Cancel

You will then receive a “Confirmation” that you have successfully changed your beneficiaries.

Note: Changes to benefits become effective on the first of the month concurrent with, or following, the date of change.

The screenshot shows a web interface for St. Olaf College. At the top, there is a navigation bar with the college logo and name. Below this, a dark header contains the title 'Confirmation' and 'St. Olaf College Benefits Program'. A green confirmation box contains the text: 'Confirmation Your benefit elections were saved. You can make changes until: 11:59 PM CST, 1/18/2024.' Below this, a section titled 'Currency in USD' shows 'Your Total Cost Each Pay Period' as '0.00'. The 'Life' section lists: 'Basic Life Insurance \$50000', 'Coverage Start Date 2/1/2024', 'Coverage Amount \$0,000.00', and 'Employer Rate 2.00'. The 'AD&D' section lists: 'Basic AD&D \$50000'.