



How to Update Beneficiaries

1. Log into MarketLink

2.

My Benefits

Current Benefits

Total Cost Per Pay
\$622.08

VIEW BENEFITS SUMMARY

MEDICAL
Keystone HMO

3 Covered Persons

EMP
Emp

3.

Basic Employee Life

Plan Name: Basic Life: 1x Salary to \$75,000
Your Cost Per Pay, Post Tax \$0.00

Provided by MetLife | \$75,000.00 coverage | Coverage effective on 01/01/2017

Beneficiaries | **View Details and Update**

Primary Beneficiaries: Angelica Bell (child) 100.0%

4.

Basic Life: 1x Salary to \$75,000 / \$75,000.00

Please add or update your beneficiaries.

> **Primary Beneficiaries** 100% of 100% allocated

Angelica Bell	child	100.0%	Edit
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ADD A PRIMARY Beneficiary allocation cannot exceed 100%. Adjust allocation to add beneficiary.

5. Make Updates to current Beneficiary or Add Beneficiary

6.

ZIP CODE

SAVE