

Instructions for Designating a Beneficiary/Dependent

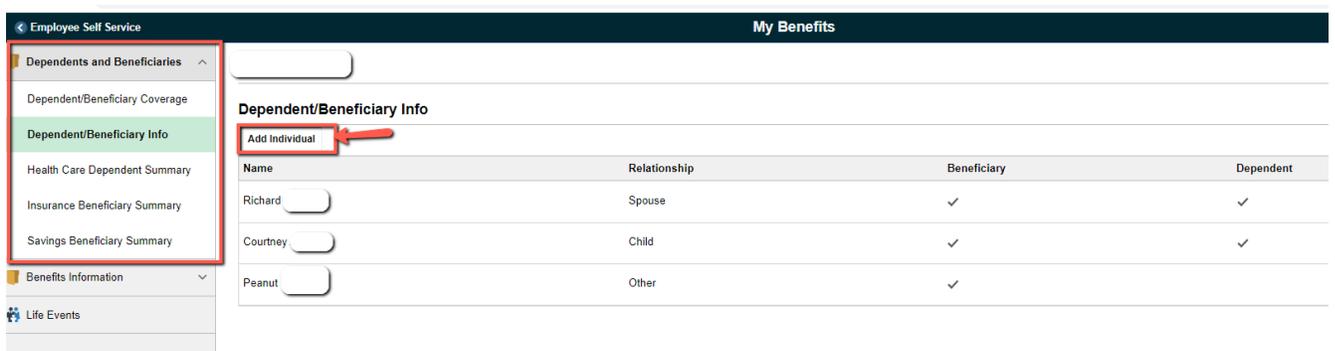
Below are the instructions you will follow to log onto myFSCJ and designate a beneficiary or add a dependent's personal information.

1. Go to the home page www.my.fscj.edu. Enter your user ID and password.

2. Once you have logged in, you should see a screen that has multiple tiles to select from. You want to click on "My Benefits" tile.



3. Click on Dependent Beneficiary Info. To add a dependent or beneficiary, click on "Add Individual"



4. Add the information requested for the individual, beginning with the “add name”.

Add Individual Dependent/Beneficiary Information

Select Save after you have edited your Dependent/Beneficiary's information. The changes will go into effect on Mar 26, 2021.

Name



Personal Information

Date of Birth 

*Gender

*Relationship to Employee

Dependent

Beneficiary

*Marital Status As of 

*Student As of 

*Disabled As of 

*Smoker As of 

Address

Address	Address Type	Same as mine
79599 Plummrs Creek Dr Yulee, FL 32097-2600 Nassau	Home	Same as mine >

National ID

No data exists

Phone

No data exists

5. Once all information is completed, click SAVE. Dependent/Beneficiary information has been added.

6. To add the new name to your Life Insurance as a Beneficiary, Click Benefits Information, Life Insurance Summary. Then click "LIFE".

Type of Benefit	Plan Description	Coverage or Participation
Life	Life Insurance Basic Coverage	Salary
Supplemental Life	Supplemental Life - 3x	Salary X 3
Dependent Life		Waived
Life Spouse	Supplemental Life - Spouse	\$25000
Long-Term Disability	Long Term Disability	60% of Salary

7. Click the EDIT button to add the new beneficiary

Life

To view your benefits as of another date, enter the date and select Go.

03/26/2021 Go

Life

Plan Name Life Insurance Basic Coverage
Plan Provider HARTFORD LIFE & ACCIDENT INSURANCE COMP
Coverage Level Salary
Group Number 402676

Covered Beneficiaries
Select Edit to change your current beneficiary allocations. Select the beneficiary's name to edit the individual's personal information.

Dep/Ben Coverage Details

Name	Relationship to Employee	Primary Allocation	Secondary Allocation
Lee	Spouse	100%	
Courtney Jo	Child		90%
Peanut	Other		10%

Edit

[Return to Insurance Summary](#)

8. Click the box beside the new beneficiary to make the new allocation changes. Click UPDATE TOTALS and then click SAVE.

Change Current Beneficiaries and Allocations

Life

Life Insurance Basic Coverage

To change the allocations for your current beneficiaries, choose an Allocation type. An individual can not be both a primary and a secondary beneficiary. Enter an amount or percent.

To add a new beneficiary, use the Add a New Beneficiary button.

Allocation Type

Enter Primary Allocations as

Enter Secondary Allocations as

Allocation Details

	Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
<input type="checkbox"/>	Courtney Jo	Child		90	<input type="text"/>	<input type="text" value="80"/>
<input type="checkbox"/>	Peanut	Other		10	<input type="text"/>	<input type="text" value="5"/>
<input checked="" type="checkbox"/>	Ryan	Other			<input type="text"/>	<input type="text" value="5"/>

Add a New Beneficiary

Update Totals

[Return to Life Insurance Main](#)

Save

Save Confirmation

✓ The Save was successful.

OK

9. To add the beneficiaries to the Supplemental Life, do the same steps by clicking on Supplemental Life under the Life Insurance Summary.