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 <u>www.my.fscj.edu</u>. 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.

	▼ Employee	Self Service	
Approvals	About Me	My Pay	My Time
My Benefits	Company Directory	Careers & Recruiting	Delegations
My Expenses	My Finances	Announcements All Summer Term Still time enroll still time enroll upper time upper time time	classes will be fully online. There in classes during our Summer C g June 29. Take advantage of this e extra classes you need. View dule. Inread

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

C Employee Self Service		My Benefits		
Dependents and Beneficiaries 🔷				
Dependent/Beneficiary Coverage	Dependent/Beneficiary Info			
Dependent/Beneficiary Info	Add Individual			
Health Care Dependent Summary	Name	Relationship	Beneficiary	Dependent
Insurance Beneficiary Summary	Richard	Spouse	~	~
Savings Beneficiary Summary	Courtney	Child	~	~
Benefits Information V	Peanut	Other	*	
🙀 Life Events				

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

Cancel		Add Individual Depe	endent/Beneficiary Information
Select Save after you have edited your Dependent	/Beneficiary's information. The changes will go in	to effect on Mar 26, 2021.	
Name			
Add Name			
Personal Information			
Date of Birth	i		
*Gender	~		
*Relationship to Employee	~		
Dependent			
Beneficiary			
*Marital Status	Single 🗸	As of	
*Student	No 🗸	As of	
*Disabled	No 🗸	As of	
*Smoker	Non Smoker 🗸	As of	
Address			
Address	Address Type	Same as mine	
79599 Plummers Creek Dr Yulee, FL 32097-2600 Nassau	Home	Same as mine	>
National ID No data exists			
Add National ID			
Phone			
No data exists			
Add Phone			

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".

C Employee Self Service			- 0 -	My B	enefits
Dependents and Beneficiaries	• ~				
Benefits Information	^	Insurance Summar	У		
Benefits Enrollment		To view your benefits as of a	another date, enter the date and select G		
Benefits Summary		03/26/2021	Go		
Benefit Statements		Benefits Summary			
Life Insurance Summary		Type of Benefit	Plan Description	Coverage or Participation	0
Health Care Summary		Life	Life Insurance Basic Coverage	Salary	
Savings Contribution Summa	ry .	Supplemental Life	Supplemental Life - 3x	Salary X 3	
Flexible Spending Accounts		Dependent Life		Waived	
👬 Life Events		Life Spouse	Supplemental Life - Spouse	\$25000	
		Long-Term Disability	Long Term Disability	60% of Salary	
>		Ins	surance Beneficiary Summary		(

7. Click the EDIT button to add the new beneficiary



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.

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ife			Life Insurance	ce Basic Coverage			
change n not be	the allocations for yo both a primary and a	our current be a secondary b	eneficiaries, choos beneficiary. Enter	e an Allocation type. An in an amount or percent.	dividual		
add a ne	ew beneficiary, use t	he Add a Nev	v Beneficiary butt	on.			
llocatio	on Type						
	Enter Primary Allo	cations as	Percent	~			
En	ter Secondary Allo	cations as	Percent	~			
llocatio	on Details						
llocatio	Name	Relati	ionship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Seconda Allocatio
	Name	Relati	ionship	Current Primary Percent	Current Secondary Percent 90	New Primary Allocation	New Seconda Allocation
	Name Courtney Jo Peanut	Relation Child	ionship	Current Primary Percent	Current Secondary Percent 90 10	New Primary Allocation	New Seconda Allocatio
Ulocatic 	Name Courtney Jo Peanut Ryan	Relation Child Other Other	ionship	Current Primary Percent	Current Secondary Percent 90 10	New Primary Allocation	New Seconda Allocatio

Save Confirmation





Save

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