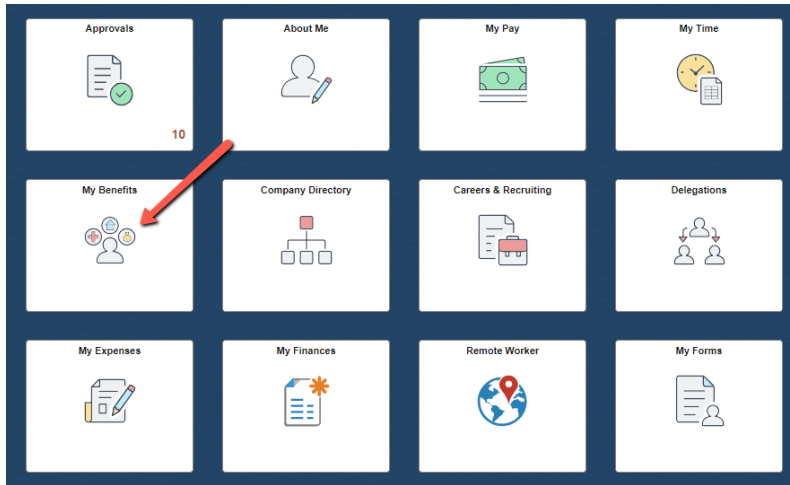


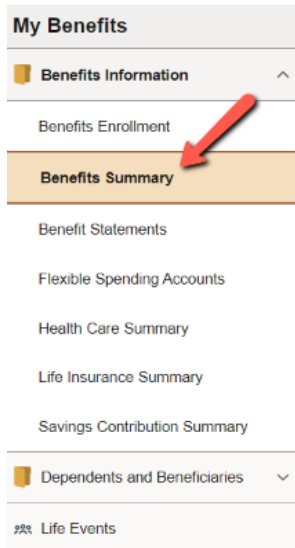
Steps for Designating a Beneficiary

Below are the instructions you will follow to log onto myFSCJ and designate a beneficiary.

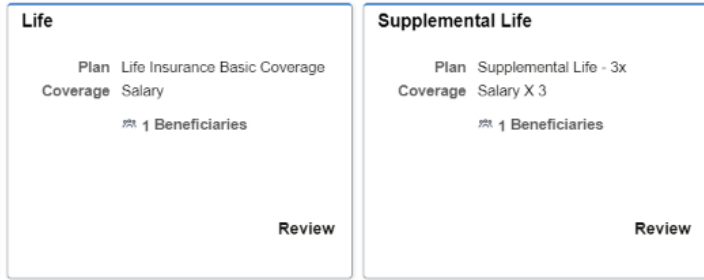
1. Go to the home page www.my.fscj.edu. Enter your user ID and password. Select employee self-service from the drop-down menu.
2. You will then select the “My Benefits” tile.



3. Click on Benefits Summary.



4. Scroll down and select Life or Supplemental Life to update your beneficiaries.



5. You will now have the option to add a beneficiary or update the beneficiary designation amount.

My Benefits on 05/20/2024
This is Current Enrollment

Life insurance plays an important role in ensuring that your family is financially secure if you were to pass away

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

Your Beneficiary Designation

Beneficiaries designated for the Life is plan are listed here. Select the beneficiary to view or modify. To change your beneficiary allocations, select the Update Beneficiary Designation button.

	Primary Allocation	Percent	
	Secondary Allocation	Percent	
Beneficiary	Relationship	Current Primary Percentage	Current Secondary Percentage
<input type="radio"/>	Spouse	100	>
Total		100	0

6. After adding a new beneficiary or updating a beneficiary designation, do not forget to click Save.

Update Individual Dependent/Beneficiary Information

* Indicates required field

Select Save after you have added your Dependent/Beneficiary's information. The changes will go into effect on 5/20/2024.

Name

Personal Information

Date of Birth

*Gender

*Relationship to Employee

Dependent

Beneficiary

*Marital Status

*Student

*Disabled

*Smoker