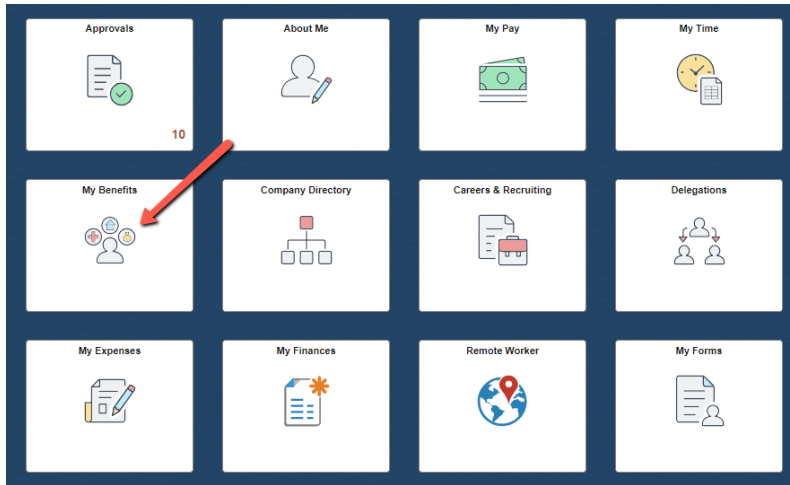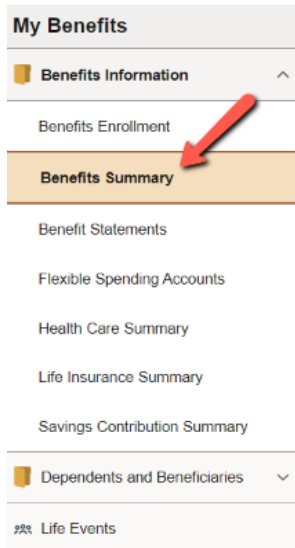# Steps for Designating a Beneficiary

Below are the instructions you will follow to log onto myFSCJ and designate a beneficiary.
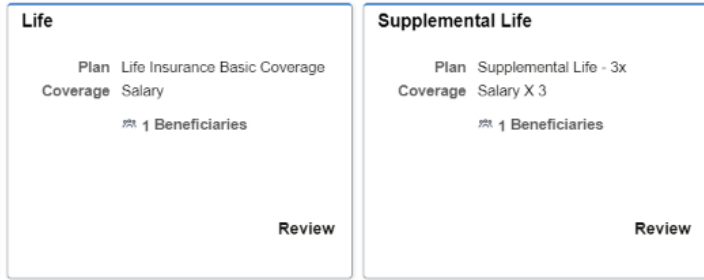
1. Go to the home page www.my.fscj.edu. Enter your user ID and password. Select employee self-service from the drop-down menu.

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.

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