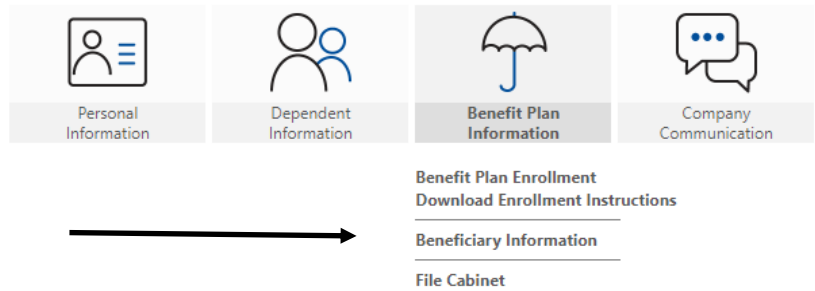


## How to Update Beneficiary Information in HUB

**STEP 1:** Go to LISD's Learning HUB, use your LISD credentials to sign in and then choose the Benefits HUB icon.

**STEP 2:** You will see the screen below, click on "Beneficiary Information"



**STEP 3:** After clicking "Beneficiary Information", you will be directed to the screen below:

1

Manage Beneficiaries

2

Beneficiary Designation

**Add persons/entities you would like to be beneficiaries of your benefits. Once all beneficiaries have been added, proceed to step 2.**

**Beneficiaries**

Test, SP [Spouse]
✎ ✖

➕ Add a Beneficiary
←

Back

Sign And Continue

- ◆ To add a new beneficiary, you will click "Add a Beneficiary", if you are electing a dependent already in the HUB you will click on "Select Dependent" from the pull down menu and chose your beneficiary. The data will pre-fill automatically for you, you simply click "add" at the bottom of screen, click "sign and continue"

Add Beneficiary



Add

Cancel

[View Limited Beneficiary Types](#)

Select Dependent

Select Dependent ▼



Back

Sign And Continue

If you need to delete your current beneficiary, you will **click the red “X” and hit “Ok”** when prompted to confirm the change

**You will then complete all of the information for the new beneficiary and click “Add”**

**Step 4:** Once you have completed your change, please **click “Sign and Continue”**

**Step 5:** You will be prompted to enter the percentage of the total benefit to each beneficiary.

The total percentage must equal 100% between all Primary Beneficiaries. If there are contingent beneficiaries as well, then both the primary and contingent need to each be equal to 100%. If you have more than 1 primary or 1 contingent beneficiary you will need to assign each person a percentage.

**Examples:** If you have 4 beneficiaries you can assign each one 25% to equal 100% or if you have 3 beneficiaries you will need to assign 33% for 2 beneficiaries and 1 will need to be assigned 34% to equal 100%.

**Step 6:** Click **“Finished”** to complete adding a beneficiary. Be sure to logout of the hub once you completed your updates.