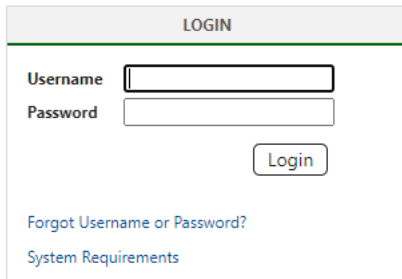


How to Update Beneficiary Information in HUB

STEP 1: Go to URL

www.mybenefitshub.com/mansfieldisd and use the credentials on screen to login.



LOGIN

Username

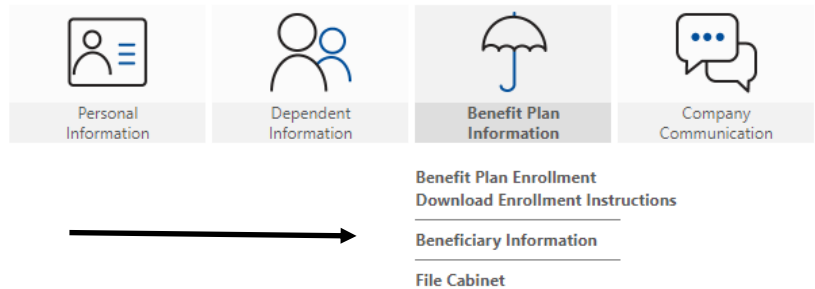
Password

Login

[Forgot Username or Password?](#)

[System Requirements](#)

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



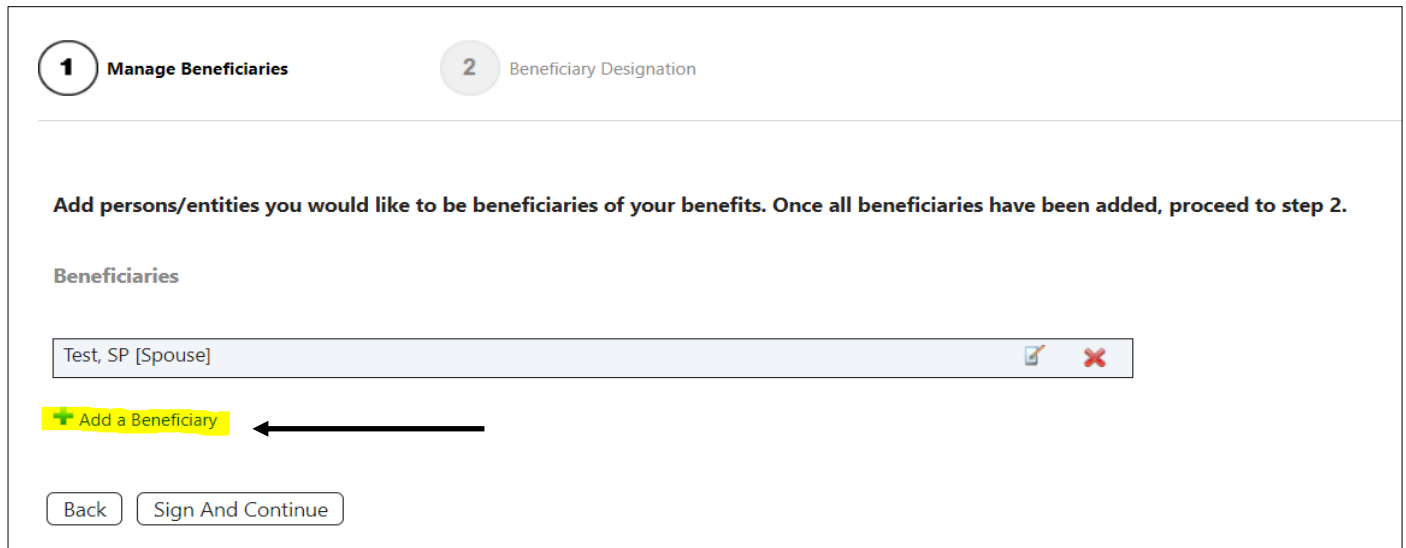
Personal Information Dependent Information **Benefit Plan Information** Company Communication

Benefit Plan Enrollment
Download Enrollment Instructions

Beneficiary Information

File Cabinet

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.