1) Log into your Paylocity account at https://login.paylocity.com. Click on web pay, then Enterprise Web Benefits.

2) Click on "my profile"



*	My Benefits 🗸	My Profile
Pers	onal Information	
Fam	ily Information	
Bene	ficiaries	
Secu	rity Question	
Life	Event	
Emp	loyee File	
Pers	onalized Forms	

3) Click on "add beneficiary" and then fill in the highlighted sections as indicated below.

Beneficiary Designation	
ou must choose a Primary Beneficiary; Second	lary Beneficiaries are optional
Basic Employee Life	
eneficiaries	
eneficiaries Primary Beneficiaries REQUIRED Beneficiaries	Secondary Beneficiaries OPTIONAL
Primary Beneficiaries REQUIRED Beneficiary My Estate (Employee)	Secondary Beneficiaries OPTIONAL Percentage
eneficiaries Primary Beneficiaries REQUIRED Beneficiary My Estate (Employee) Fels Decent (Options)	Secondary Beneficiaries OPTIONAL Percentage % 100.0 %
eneficiaries Primary Beneficiaries REQUIRED Beneficiary My Estate (Employee) Frie Decent (Opener) Compared (Child)	Secondary Beneficiaries OPTIONAL Percentage % 100.0 % % %

