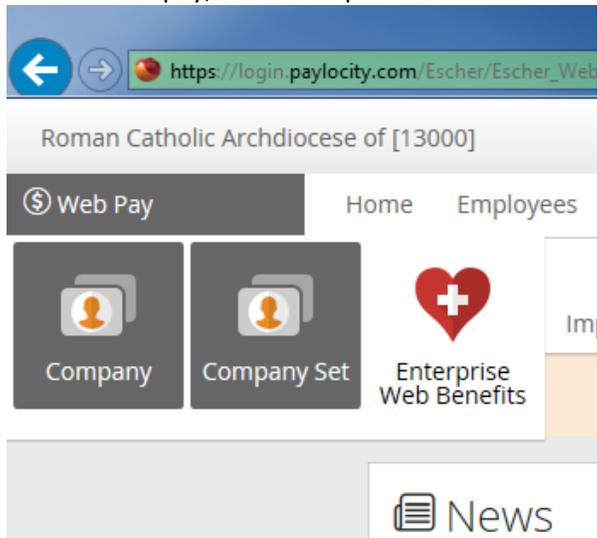


1) Log into your Paylocity account at <https://login.paylocity.com>. Click on web pay, then Enterprise Web Benefits.



2) Click on "my profile"



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

[+ Add Beneficiary](#)

Beneficiary Designation

You must choose a Primary Beneficiary; Secondary Beneficiaries are optional

Basic Employee Life

Beneficiaries

Beneficiary	Percentage
My Estate (Employee)	<input type="text"/> %
My Estate (Employee)	100.0 %
My Estate (Employee)	<input type="text"/> %
My Estate (Employee)	<input type="text"/> %

Total: 100%

[Save](#) [Cancel](#)