

To update your beneficiary designations at any time during the year, please refer to the instructions below.

Log in to ADP at www.workforcenow.adp.com

Navigate to **Myself > Benefits > Enrollments**

The screenshot shows the ADP Workforce Now dashboard for a user named PAVIR. The navigation menu at the top includes Home, Resources, Myself (highlighted with a red box), My Team, People, Process, Reports & Analytics, Setup, and Favorites. The main content area is divided into five columns: My Information, Personal Information, Employment, Pay, and Time & Attendance. Under the Personal Information column, the 'Benefits' section is expanded, and 'Enrollments' is highlighted with a red box. Other options in the Benefits section include 'Dependents & Beneficiaries', 'Employee Discounts - LifeMart', and 'Documents'. The 'Myself' menu item and the 'Enrollments' link are both highlighted with red boxes to indicate the navigation path.

Select “View Benefits” under Your Benefits

The screenshot shows the 'Enrollments' page in the ADP Workforce Now interface. The page title is 'Enrollments' and it features several cards for managing benefits. The 'Your Benefits' card is highlighted with a red box around the 'View benefits' button. The 'Open Enrollment - 2025' card shows a 'Submitted' status and a 'Manage enrollment' button. The 'Year Round Benefit Changes' card also shows a 'Submitted' status and a 'Manage enrollment' button. The 'Report a Life Change' card has a 'Report a change' button. The 'Dependents and Beneficiaries' card has a 'Manage' button. The 'Wisely@' card promotes a prepaid debit card and has a 'Learn more' button. The 'View benefits' button in the 'Your Benefits' card is highlighted with a red box to indicate the next step in the process.

Scroll down to the Employee Life or AD&D plan, select the 3 dots next to whichever plan you'd like to update, and click "Update Beneficiaries"

Your Benefits

Regular Benefit Eligible Effective: January 1, 2018	Your Cost \$7.50	Regular Benefit Eligible Effective: January 1, 2023	Your Cost \$3.50
Who is Covered? You		Who is Covered? You	
Employee Life Group Life Regular Benefit Eligible Effective: January 1, 2020	Update beneficiaries	AD&D Group AD&D Regular Benefit Eligible Effective: January 1, 2020	
Employee Coverage \$100,000.00	Your Cost \$0.00	Employee Coverage \$100,000.00	Your Cost \$0.00
Long Term Disability Employer Paid LTD Regular Benefit Eligible Effective: January 1, 2015	Who is Covered? You	Short Term Disability Employer Paid STD Regular Benefit Eligible Effective: January 1, 2016	Who is Covered? You
	Your Cost \$0.00		Your Cost \$0.00
Miscellaneous Halcyon EAP Effective: July 1, 2021	Who is Covered? You		Your Cost \$0.00

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From there, you can update the percentages as desired on both your Primary and Secondary designations and hit “Save”

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You can select as many beneficiaries as you would like as long as the total equals 100%.

Select your Primary beneficiaries



=100.00% (total must equal 100%)

50.00 % Sister 50.00 %

Brother

Do you want to add Secondary beneficiaries?



=100.00% (total must equal 100%)

Sister

Brother 50.00 % 50.00 %

If you do not see someone listed as an option that you would like to designate as a beneficiary, please navigate to **Myself > Personal Information > Dependents & Beneficiaries**

The screenshot shows the PAVIR user interface. At the top, there is a dark blue header with the PAVIR logo on the left and a search bar in the center. On the right side of the header, there are several icons for 'What's New', 'Things to Do', 'Calendar', 'Learn', 'Bridge', 'Support', 'Marketplace', 'Chat', and a user profile icon labeled 'NT'. Below the header is a navigation menu with the following items: Home, Resources, Myself (highlighted with a red box), My Team, People, Process, Reports & Analytics, Setup, and Favorites. The main content area is divided into five columns: My Information, Personal Information, Employment, Pay, and Time & Attendance. Under the 'Personal Information' column, the 'Dependents & Beneficiaries' link is highlighted with a red box. Other links in this column include Profile, Benefits (with sub-links for Enrollments, Employee Discounts - LifeMart, and Documents), and Time Off (with sub-link My Time Off).

From here, you can add beneficiary profiles as needed and follow the previous steps to designate the person(s) once entered

The screenshot shows the 'Dependents and Beneficiaries' page. At the top, there is a dark blue header with the PAVIR logo, a search bar, and navigation icons. Below the header is a navigation menu with the following items: Home, Resources, Myself (highlighted with a blue underline), My Team, People, Process, Reports & Analytics, Setup, and Favorites. The main content area has a title 'Dependents and Beneficiaries' and a subtitle 'You can edit or add new dependents and beneficiaries as needed.' Below the subtitle is a button labeled '+ Add dependent or beneficiary' (highlighted with a red box). The main content area is divided into four columns, each representing a dependent or beneficiary. Each column has a 'Type' field, a 'Relationship' field, and a 'Status' field. The first column shows a 'Dependent' with a 'Domestic partner' relationship and an 'Active' status. The second column shows a 'Beneficiary' with a 'Brother' relationship. The third column shows a 'Beneficiary' with a 'Sister' relationship. The fourth column shows a 'Beneficiary' with a 'Mother' relationship. Each column also has a three-dot menu icon in the top right corner.