

MyEnroll Employee User Guide Update Life Insurance Beneficiary

Below are step-by-step instructions on how to update your Life Insurance Beneficiary in MyEnroll.

Life insurance beneficiaries can be updated in MyEnroll at any time. All covered employees are strongly encouraged to assign at least one beneficiary for their core life insurance. You can view your life insurance effective date in MyEnroll. Coverage amounts are based on annual salary. Please see the <u>Term Life Insurance and Accidental Death and Dismemberment (AD&D) Insurance summary</u> on <u>www.catholicbenefits.org</u> or contact the Benefits Office for additional information.

Employees who work for multiple RCAB locations will have a separate MyEnroll login for each location and should assign a beneficiary to each location. Employees who transfer between RCAB locations must re-enter their beneficiary/beneficiaries in the MyEnroll record for the new location.

 Log into the secure online enrollment system, <u>MyEnroll</u>. Please see the <u>Creating a User ID</u> and <u>Password User Guide</u> for specific instructions on obtaining your log-in information if you have not previously logged into MyEnroll.

Once you have logged in successfully, you will be on your Employee Home page.

	Select the "waffle"				Roman Ca	atholic Archbisl	hop of Boston, a Corporati	ion S
	above the word		Malles				0009769	-0460
	Above the word		Jser: Employee					
	Menu at the top	Menus Favori	tes - Enroll - Deta	ils 🝷				
	left of the screen to							
	access the menu	Status			Quick L	inks		
		MyEnroll ID Soc. Sec. No.				Submit Life Event	Library	
<u></u>		Gender						
Ch	ck "Contact Info" to vi	Annest						
		Account Location/Div.						
yo	our address/phone/e-ma	ew Account Location/Div. ail Benefits Class						
yo	our address/phone/e-ma	Account Location/Div. Benefits Class Marital Status						
yo	vur address/phone/e-ma	Account Location/Div. Benefits Class Marital Status entritic Contact Info	Employment Depen	dents ACA Tax				
yo	vur address/phone/e-ma	Account Location/Div. Benefits Class Marital Status contact Info	Employment Depen	dents ACA Tax Forms				
yo	ur address/phone/e-ma View your current Enrollment	Account Location/Div. Benefits Class Marital Status Contact Info Enrollment S	Employment Depen	dents ACA Tax Forms			Current & History	Detail
yo	ur address/phone/e-ma View your current Enrollment Summary at the	Account Location/Div. Benefits Class Marital Status Contact Info Enrollment S	Employment Depen	dents ACA Tax Forms			Current & History I	Detail
yo	ur address/phone/e-ma View your current Enrollment Summary at the bottom of this page.	Account Location/Div. Benefits Class Marital Status Contact Info Enrollment S Enrollment S	Employment Depen	dents ACA Tax Forms	e Long Term Disability		Current & History I	Detail
yo	ur address/phone/e-ma View your current Enrollment Summary at the bottom of this page. Click the Life	Account Location(Div. Benefits Class Marital Status Contact Info	Employment Depen	dents ACA Tax Forms	e Long Term Disability Enrolled 688(2019		Current & History I Transition Assistance Plan Enrolled oBRU2009	Detail
yo	vur address/phone/e-ma View your current Enrollment Summary at the bottom of this page. Click the Life Insurance tile to	Account Location/Div. Benefits Class Marital Status Contact Info	Employment Depen	dents ACA Tax Forms	e Long Term Disability Enrolled oaciu2019		Current & History I Transition Assistance Plan Envided oB0/2009	Detail
yo	vur address/phone/e-ma View your current Enrollment Summary at the bottom of this page. Click the Life Insurance tile to view the value of	Account Location/Div. Benefits Class Contact Info	Employment Depen	dents ACA Tax Forms	e Long Term Disability Ensolied oakt2009	0	Current & History Transition Assistance Plan Exolute ceroyzons	Detail

If you have changes to any of your demographic information, please notify your location's payroll/benefits administrator, who will make the change for you.

2. To view or edit your beneficiaries, click the "waffle" in the upper left corner, select "Employees," then "Assign Beneficiaries" under Benefits.

Menu	×	Employees	×
SHORTER, KERRI R kerri_shorter@rcab.org	۲	Q Search	
Favorite Menus	~	Benefits	Tools
Employees	>	公 View Banafit Externent 公 Assign Beneficiaries	☆ Library ☆ View Signature History
		☆ View Enrollment Summary	ත් Manage User's Setting
		Employee	Enrollment
		☆ Manage Dependents	☆ Access Life Event Enrollment
		A Preverox rolling	

3. On the Manage Beneficiaries screen, click "Manage" next to Core Life Insurance.

Manage Beneficiaries
To view the how to video on how to "Add or Modify" your beneficiaries, please Click Here
The RCAB Benefit Trusts offer participating Catholic organizations a Life Insurance and Accidental Death and Dismemberment (AD&D) Plan for eligible employees. These benefits are offered at no cost to employees.
You are automatically enrolled in this benefit on the first day of the calendar month following completion of one year of eligible service with a participating location if you are actively at work. The life insurance benefit equals two times your Base Annual Earnings. Coverage reduces to 80% for participants ages 65-70 and 60% for participants over age 70.
For more information, please visit <u>www.bostoncatholicbenefits.org/Life</u> .
At least one Primary Beneficiary is required to be on file for each eligible employee. You have the option to list multiple beneficiaries as well as the option to assign a Contingent Beneficiary. A Primary Beneficiary is designated as the first in line to receive your life insurance benefits. A Contingent Beneficiary is entitled to a benefit only if the Primary Beneficiary is deceased as of your date of death.
Plan Selected
Core Life Insurance MANAGE

4. To add a beneficiary, first determine if the beneficiary is Primary or Contingent.

MyEnroll allows you to enter primary beneficiaries and contingent beneficiaries. A **primary** beneficiary is a beneficiary that is first in line to receive the benefit. A **contingent** beneficiary will only receive a benefit if the primary beneficiary is deceased.

Do you want to manage your primary or contingent beneficiaries?	
Primary	Contingent

Select the type of beneficiary, enter beneficiary information, and click "Save."
 If the beneficiary is an existing dependent in BAS, you can use the drop down to select the person.

Add Primary	Beneficiary
Selected Plan: Co	ore Life Insurance
Benefit Amount:	5
Select Type of Ber	neficiary: Individual O Trust/Organization
Create Beneficiary	y from a Dependent/Existed Beneficiary: Select
First Name	*
Middle Initial	
Last Name	*
Relation	*
Additional Informa	<u>ition (s.g., Address, etc.)</u>
Cance	ave

6. On the next screen, enter a percentage for that beneficiary (you must erase the "0" that appears and then re-type 100 if there is only one designated beneficiary) and click "Save."

Manage Primary Beneficia	ies			
Core Life Insurance				
Benefit Amc				
Note: To remove a beneficiar The sum of all beneficiar ADD PRIMARY BENEFICIA	icciary set his/her Percent ies below must be 100%	age value to zero and click the Update o	or Save buttons.	
	NAME	RELATIONSHIP	PERCENTAGE	
EDIT			100	
			Total: 100	

To change a beneficiary or update contact information, click "Edit" on the left side of the screen. You can then update this information and click "Save."

To add multiple beneficiaries (*i.e.*, the life insurance benefit is to be split among more than one person if both are still living at the time of the employee's death), repeat steps above until all beneficiaries are added with a percentage. Coverage totals must equal 100%.

To add Contingent beneficiaries, click "Manage," then "Contingent," and follow appropriate steps.

For questions, please contact the RCAB Benefits Office at (617) 746-5640 or benefits@rcab.org.