



Who will you protect when you're gone? Select a beneficiary today!

We noticed you haven't chosen your UT Group Life and/or Accidental Death & Dismemberment* insurance beneficiary yet. Protect your loved one's financial future and update your records today.

utbenefits.link/manage

ACTIVE UT Employee

Under All **ACTIVE** Employees, select "Log in with institution credentials (SSO)."

RETIRED UT Employee

Indicate whether you're from UT Austin or Stephen F. Austin State University, or any other institution.

Under **RETIRED** Employees, log in with institution credentials or username and password.

Go to the **Benefits** tab and select **Your Benefits**.

TO ADD A BENEFICIARY:

1. Go to Employee/Retiree Life or AD&D to add a beneficiary.
2. Select "Add" within the "Beneficiaries" line.
3. Once a new screen opens, click Add Beneficiary.

You can select dependents you already have in the system, or enter a new person, organization or trust.

When you're finished entering your beneficiary designations, please save your changes.

When choosing the primary or secondary beneficiary type and allocation percentage:

1. You must have at least one primary beneficiary, and
2. Your allocations must equal 100%.

Note: If you don't have the person's Social Security Number or an organization's federal tax ID number, just click Next.



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* AD&D insurance applies to employees only.

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