



Changing your Beneficiary

- Login to <https://my.USI.edu>
- Find the **Benefitfocus App** within your Eagle Apps and click it – shown to the right in the blue box

Eagle Apps





The Benefits Platform

Once in the platform, click on the **Benefits** tab at the top of the page, to start the beneficiary change process.

The screenshot shows the 'Benefitplace' interface for the University of Southern Indiana. At the top, there are navigation tabs for 'Profile' and 'Benefits', with 'Benefits' being the active tab. Below the navigation, a message reads 'A note from your USI Benefits Team!' followed by a 'Benefits Overview' section. The overview text states: 'Welcome! The University of Southern Indiana provides employees with a comprehensive benefit package consisting of medical, dental, vision and other benefits coverage designed to meet the needs of you and your family. Click on 'Get Started' to begin enrolling in your'. A 'Show more' link is provided below the text. A dark blue button with white text says 'Edit your benefits >'. At the bottom of the page, a personalized greeting says 'Welcome back, Wendy' with the date and time 'Friday, April 19 at 12:39 PM CDT'. On the right side, there is a circular badge with the number '13' and the text 'ACTIVE BENEFITS' and 'View benefits' below it.



The Benefits Platform

In the drop-down menu, click on **“Your Benefits”**

Benefitplace UNIVERSITY OF SOUTHERN INDIANA Profile **Benefits**

- Your benefits**
- Life Change
- Benefits you can add year-round
- Learning Center

BENEFIT REPORTS

- Employee Summary Report
- 1095 tax documents

Welcome back, Wendy
Friday, April 19 at 12:40 PM CDT

13
ACTIVE BENEFITS
View benefits



The Benefits Platform

On the next screen scroll down to the benefit in which you want to edit the beneficiary.

Coverages with Beneficiaries include:

- Basic Life
- Voluntary Life

The screenshot shows the "Benefitplace" interface for the University of Southern Indiana. At the top, it says "Enrollment Complete!" and provides instructions on how to edit coverage. Below this, it highlights "You have recommendations!" from BenefitsSAIGE. The main section, "Your benefits", lists two items: "Your Medical coverage" (declined, with a "Recommended" tag and an "Edit coverage" button) and "Your Health FSA coverage" (declined).

Benefitplace UNIVERSITY OF SOUTHERN INDIANA

Enrollment Complete!

You have completed enrollment for the current benefit year. To make changes to any of your benefits, select "Edit coverage".

You have recommendations!

BenefitsSAIGE provides user-friendly recommendations based on information provided by you or your employer in the Benefitfocus Platform and should not be considered insurance or other professional advice.


Your benefits

- + Your Medical coverage**
You have declined this benefit. Recommended >
[Edit coverage](#)
- \$ Your Health FSA coverage**
You have declined this benefit.



The Benefits Platform

Click “**Edit**” on the benefit you would like to change.




Your Life coverage

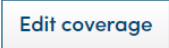
2024 - LIFE - SunLife - Basic Life and AD&D Insurance

Offered By:
Coverage Amount:

Imputed Income:
Effective Date:
Persons Covered:
Beneficiaries:

\$0.00
per month

 Edit

 Edit coverage

