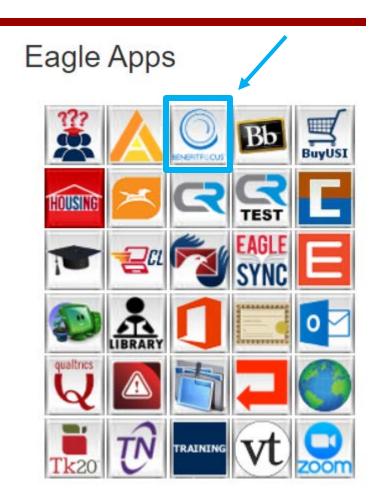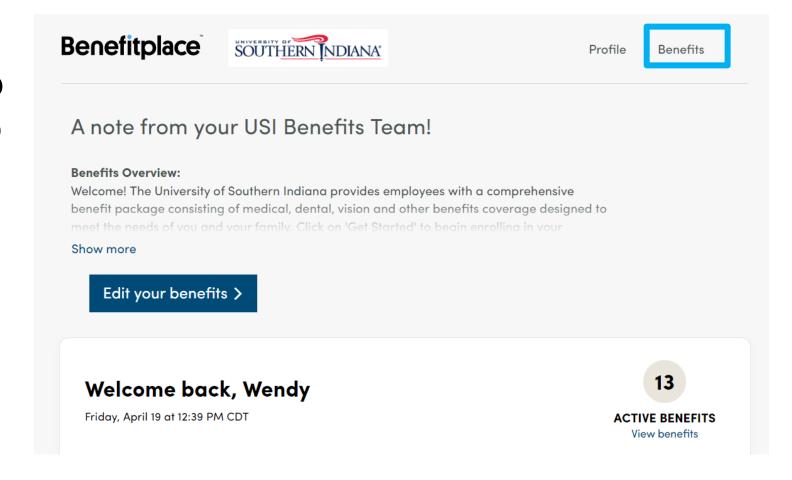# Changing your Beneficiary

- 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
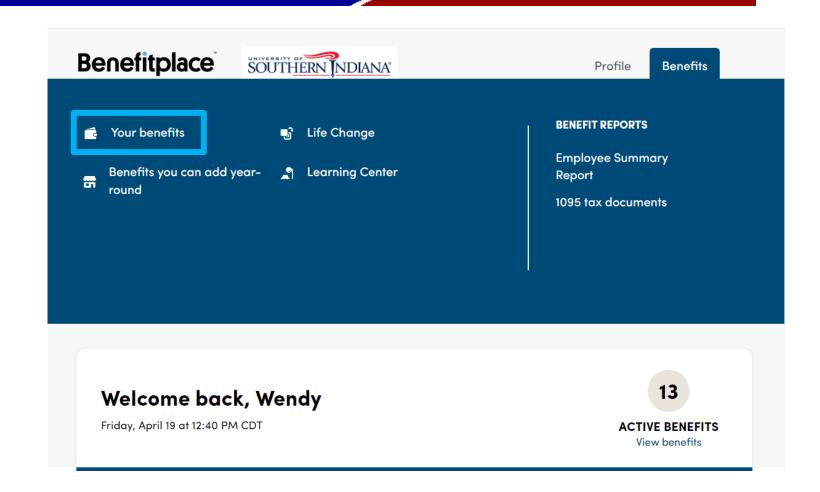

Eagle Apps

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 Benefits Platform

In the drop-down menu, click on **"Your Benefits"**
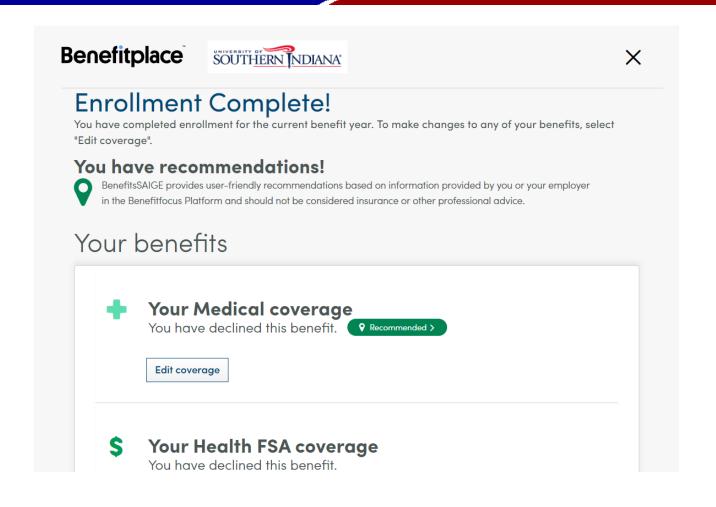
The Benefits Platform

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 Benefits Platform

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

The Benefits Platform

Make changes, then click "next"

Check changes and click "save"