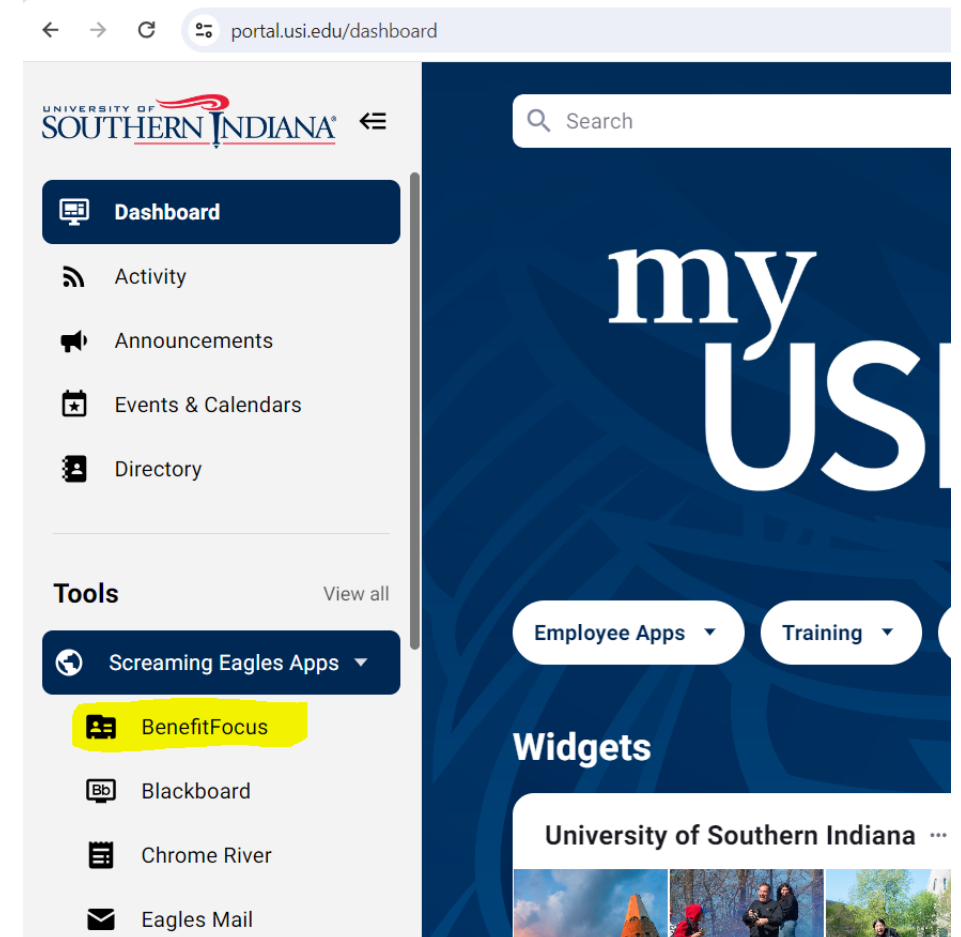




# Changing your Beneficiary

- Login to <https://my.USI.edu>
- Find the **Benefitfocus** App within your Screaming Eagle Apps and click it – highlighted in yellow
- If you do not see Benefitfocus, click view all next to tools.
- Once you click it, it will take you to the **Benefits Platform**





# The Benefits Platform

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

A screenshot of the Benefitplace web interface. At the top left is the 'Benefitplace' logo. To its right is the University of Southern Indiana logo. Further right are two navigation tabs: 'Profile' and 'Benefits', with 'Benefits' highlighted by a blue border. Below the navigation is a section titled 'A note from your USI Benefits Team!' followed by a 'Benefits Overview' section. The overview text reads: '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'. Below this text is a 'Show more' link and a dark blue button with the text 'Edit your benefits &gt;'. At the bottom of the page, there is a 'Welcome back, Wendy' message with the timestamp 'Friday, April 19 at 12:39 PM CDT'. On the right side of this bottom section, there is a circular badge containing the number '13' and the text 'ACTIVE BENEFITS' with a 'View benefits' link 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

A screenshot of the Benefitplace web interface. At the top left is the "Benefitplace" logo, and at the top right is the University of Southern Indiana logo. Below the logos, the main heading reads "Enrollment Complete!". A sub-heading states: "You have completed enrollment for the current benefit year. To make changes to any of your benefits, select 'Edit coverage'." Below this, a section titled "You have recommendations!" features a location pin icon and text: "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." The section "Your benefits" contains two items: "Your Medical coverage" with a green plus icon, a sub-heading "You have declined this benefit.", a green pill button labeled "Recommended &gt;", and a blue "Edit coverage" button; and "Your Health FSA coverage" with a green dollar sign icon and a sub-heading "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](#)

