

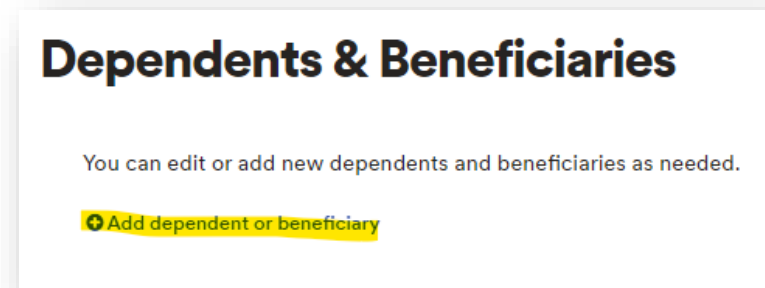
Adding and Designating Beneficiaries in Workforce Now / ADP



Please NOTE: This is a two-step process!

Step 1:

- Add the Beneficiary Name and Relationship to Workforce Now:
 - Navigate to Myself > Personal Information > Dependents & Beneficiaries.
 - Select **Add dependent or beneficiary**.



- Choose **Add Beneficiary** and select a beneficiary type, **Person or Organization**.
- Complete the relevant details and click Continue.

← Back **Add Dependents and Beneficiaries**

Choose a reason below to continue.

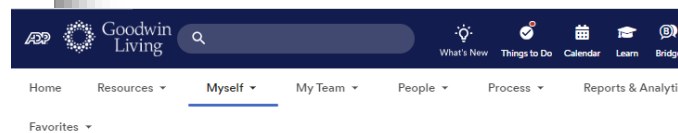
☐ Add New Child
☐ Adoption
☐ Child Gains Eligibility
☒ **Add Beneficiary**

Add Beneficiary

Adds a person or organization designated to receive the proceeds from certain benefit plans.

Select beneficiary type to add *

☐ Person
☐ Organization



Enrollments

Your Benefits

Review your current benefits, your previous year's benefits, or any changes due to a life event.

[View benefits](#)

Report a Life Change

Qualifying Events, like a marriage or losing coverage, allows you to request changes to benefits outside of Open Enrollment.

[Report a change](#)

Dependents and Beneficiaries

View or edit dependent information, or add a new beneficiary.

[Manage](#)

Step 2

- Assign the Beneficiary to the Life Insurance
 - Navigate to Myself > Benefits > Enrollments.
 - Click **View benefits** under the Your Benefits heading.
 - You will see a list of your enrolled plans – select the three dots in the **Employee Life box**.



- Select your primary beneficiary. Note: All percentages must equal 100%.
- Click Save.

Questions or comments? Email, text or call:

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