

# Beneficiary for Life Insurance

## Workforce Now / ADP Process



**NOTE: This is a two-step process!**

### Step 1:

- Add the Beneficiary Name and Relationship to Workforce Now:
  - Navigate to Myself > Benefits > Enrollments
  - Select **Manage Info** under Manage Dependents and Beneficiaries

The screenshot shows the "Enrollments" page with several sections. A red rectangular box highlights the "Manage Dependents and Beneficiaries" section. The sections are:

- All Benefits**: Review previous, current, and future benefits. [View benefits](#)
- Qualifying Life Events**: Update your benefits because of a qualifying life change such as marriage, a new child, or more.
  - [New Child](#): Birth, adoption, or legal guardianship
  - [Gained Other Coverage \(Remove Someone from Benefits\)](#): You or a dependent gained coverage from somewhere else. [View more events](#)
- Manage Personal Information**: Review and update information such as physical or email addresses. [Manage info](#)
- Manage Dependents and Beneficiaries**: Review and update information for dependents and beneficiaries. [Manage info](#) (highlighted with a red box)
- View Documents**: View documents for your benefits. [View documents](#)

[← Back to Enrollments](#)

## Manage Dependents and Beneficiaries



### Add Dependents and Beneficiaries

People eligible for coverage from your benefits and people or organizations who you want to receive your benefits (usually financial) after you die.

Add

- Select Add
- **“Who are you adding?”** Select Person or Organization or Trust
- **“Will this person need coverage?”** - Select No (Beneficiaries do not need coverage)
- Add first name, last name, and how you know this person. All other information is not required
- Notice that Beneficiary Assignments says **Not assigned**. Complete Step 2 to assign them to the life insurance

**First Last Name** Beneficiary  
sister

**Enrolled In**  
Only dependents can be enrolled in benefits.

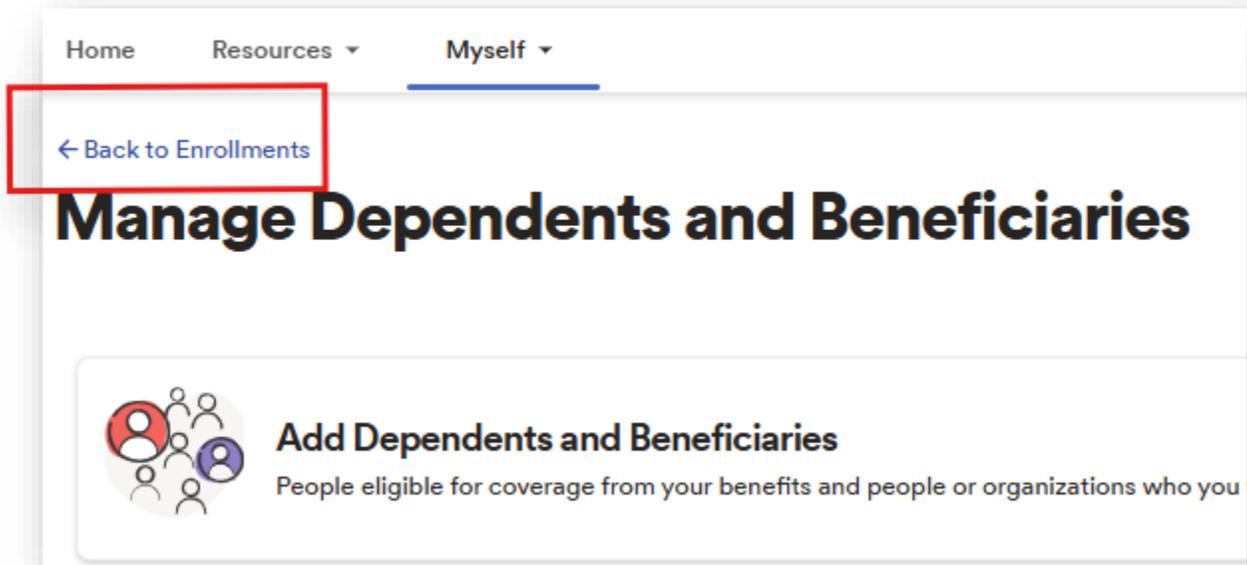
**Beneficiary Assignments**  
Not assigned.

[+ Add as a dependent](#)

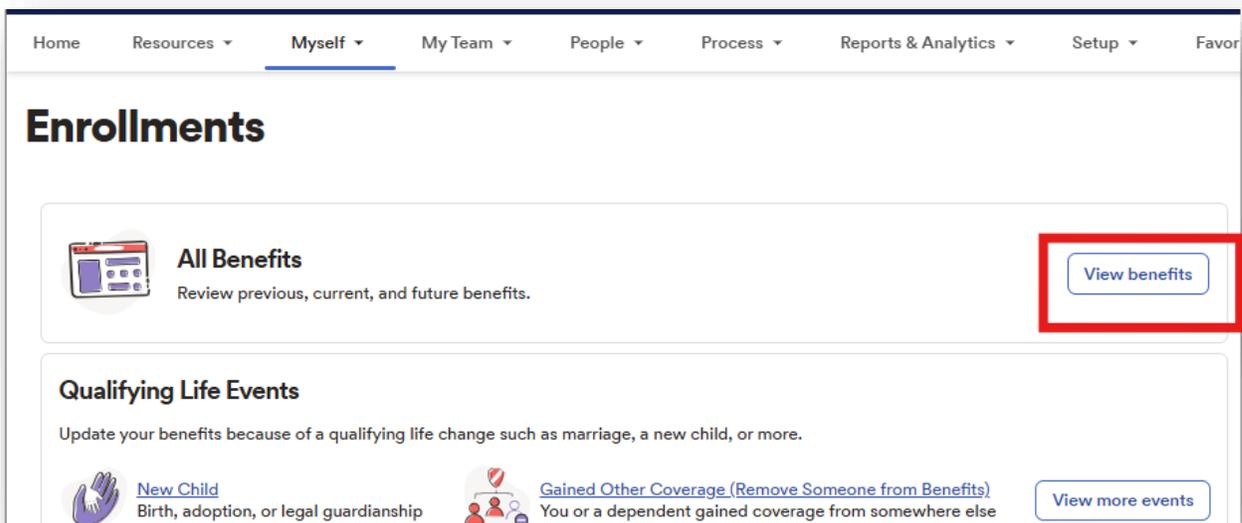
[Edit](#) [Remove](#)

## Step 2

- Assign the Beneficiary to your Life Insurance
- Click “Back to Enrollments” at the top of the page

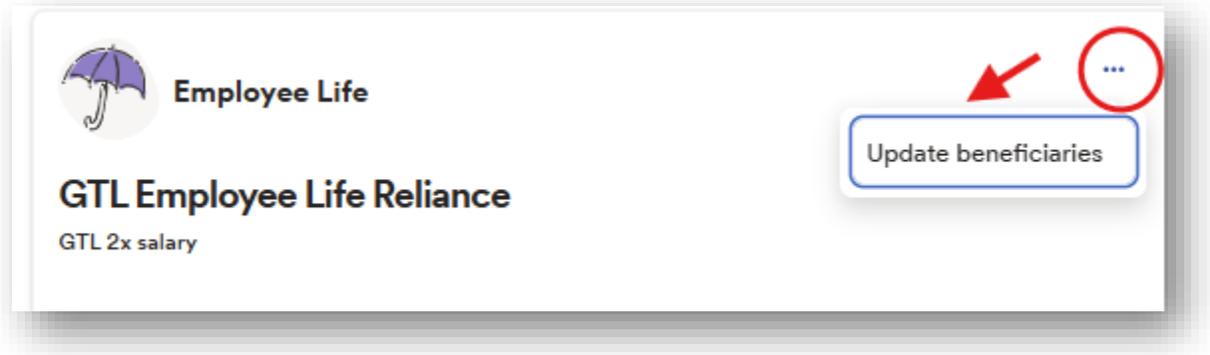


- Under “All Benefits” select View benefits

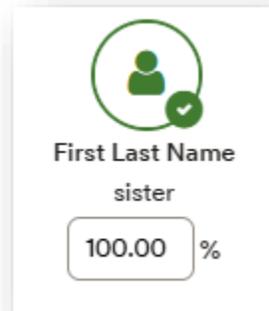


- Navigate to Myself > Benefits > Enrollments

- Find the **Employee Life** benefit, select the three dots, and Update beneficiaries



Find the name of the newly added beneficiary and add in the percentage (all must total 100%) and click Save



**Questions or comments? Email, text or call:**

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