

Updating Beneficiaries in My UT Benefits

If you have beneficiaries for Life or Accidental Death and Dismemberment insurance on file with the vendor Blue Cross and Blue Shield (formerly known as Dearborn National), they still have the beneficiary information on file and would use that information in the case of a claim. If you do not know the status of your beneficiary information with the vendor, you may contact them at 1-866-628-2606 to confirm that information.

The beneficiary information previously submitted in the vendor's system is not available for you to view or update in the new My UT Benefits system. In order to view, monitor, and update your beneficiary information now and going forward, please update your beneficiary information in My UT Benefits.

Go to Managing Your UT Benefits at utbenefits.link/manage and select the correct link to log in to the My UT Benefits platform:

Managing your UT Benefits

UT Benefits

Employee Benefits
Insurance
Active Employee Insurance
Retired Employee Insurance
UT CONNECT Medical
UT Health Network

My UT Benefits Login

All UT Institutions
(except UT Austin)

Active Employee Login

Retired Employee Login

UT Austin
(only)

UT Austin Active & Retired Employee Login

Once logged in, **Benefits** *n s e t e n e f i t s*

UT Southwestern
Medical Center

Profile Benefits

Your benefits
Life Event
Learning Center
Medicare

BENEFIT REPORTS
Confirmation Statement
Employee Detail Report

Edit benefits >

To Add a Beneficiary (if you have no beneficiary on file for that coverage)

1. Go to any benefit for which beneficiary designations apply (Employee/Retiree life or AD&D)

Your Voluntary Life coverage
Voluntary Group Term Life (VGTL) 2019-20

Coverage Amount: \$195,000.00 (3 x salary up to \$2,000,000.00)
Effective Date: 09/01/2019
Persons Covered: Jane Doe
Beneficiaries: [Add](#)

[Edit coverage](#) [Show Plan Details](#) ▾

2. See the Beneficiaries line and click on *Add*

Your Voluntary Life coverage
Voluntary Group Term Life (VGTL) 2019-20

Coverage Amount: \$195,000.00 (3 x salary up to \$2,000,000.00)
Effective Date: 09/01/2019
Persons Covered: Jane Doe
Beneficiaries: [Add](#)

[Edit coverage](#) [Show Plan Details](#) ▾

A new screen will open

3. Click *Add Beneficiary**

While your beneficiary information may be on file with our current insurance vendor, you are encouraged to update it in the enhanced My UT Benefits platform for fast and easy online beneficiary management.

[Add Beneficiary](#)

4. The system will take you through several screens to make the updates:

Life: Beneficiary information

Beneficiary type?

Please Note:
A beneficiary is a person, organization, trust, or estate designated by the certificate holder to receive proceeds from a policy when the certificate holder becomes deceased. You will be able to name multiple persons, organizations and/or trusts as primary and/or secondary beneficiaries and designate allocation percentages for each.

Person
 Organization
 Trust

[Next](#)
[Previous](#)
[Cancel](#)

Your beneficiary may be:

- A person
- An organization
- A trust

When entering a Person, if you already have dependents in the system, you can select one of them or you can choose *Enter New Beneficiary*

Use	Name	Relationship	Date of Birth
<input type="radio"/>	John Doe	Spouse	1/1/1980
<input type="radio"/>	Jane Doe	Child	12/31/1999

If you don't have the person's SSN or and organization's Federal Tax ID that's okay. Just click *Next*.

5. Choose the Primary or Secondary beneficiary type and an allocation percentage. You must have at least one Primary beneficiary, and your allocations must equal 100%.

Beneficiary Type	Allocation %
Primary	
Secondary	

***IMPORTANT:** If you reside in AZ, CA, ID, LA, NV, NM, TX, WA or WI, and you name someone other than your spouse as primary beneficiary, your spouse's consent will be necessary to allow your spouse to waive his or her rights to any community property interest in the benefits. Payment of benefit may be delayed or disputed unless your spouse signs the Beneficiary Designation Form. (<https://www.bcbstx.com/ancillary-ut/pdf/anc-add-ben-designation-tx-ut.pdf>)


6. When you're finished entering your beneficiary designations, please remember to *Save* your changes.

Save **Cancel**

If you have an email on file, you will get a confirmation that you've made updates.


To View or Edit existing beneficiaries

1. Go to any benefit for which beneficiary designations apply (Employee/Retiree life or AD&D)




Life
Basic Life 2020-21
Coverage Amount: \$40,000.00
Effective Date: 09/01/2019
You Pay: \$0.00 per month

Beneficiaries  Edit


Show details 

Plan details

Plan Documents 


Edit to Change Benefit

2. Click *Edit*




Life
Basic Life 2020-21
Coverage Amount: \$40,000.00
Effective Date: 09/01/2019
You Pay: \$0.00 per month

Beneficiaries  Edit

Show details 

Plan details

Plan Documents 

Edit to Change Benefit

3. To change, click *Edit* or *Add Beneficiary*

Please note: Texas state law requires that if you are married and are selecting someone other than spouse as your primary beneficiary, you must print and read the form below and upload the completed form to the Document Center: Beneficiary Designation Form.

While your beneficiary information may be on file with our current insurance vendor, you are encouraged to update it in the enhanced My UT Benefits platform for fast and easy online beneficiary management.

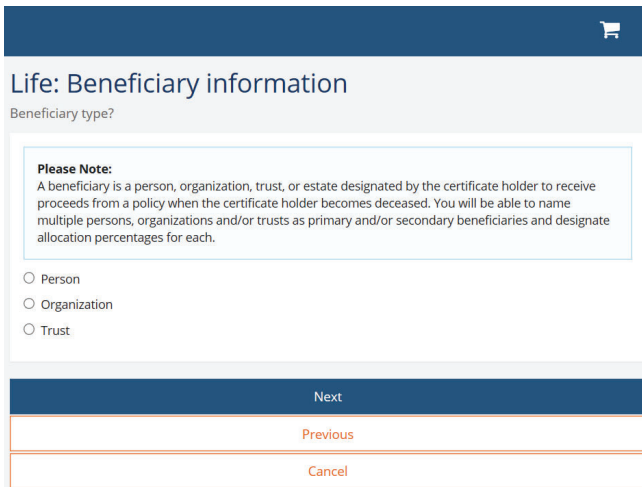
Use	Name	Relationship	Date of Birth	SSN/ID	Beneficiary Type	Allocation %	Actions
<input checked="" type="checkbox"/>					Primary 	100	 Edit

Add Beneficiary

If you reside in AZ, CA, ID, LA, NV, NM, TX, WA or WI, and you name someone other than your spouse as primary beneficiary, your spouse's consent will be necessary to allow your spouse to waive his or her rights to any community property interest in the benefits. Payment of benefit may be delayed or disputed unless your spouse signs, Beneficiary Designation Form

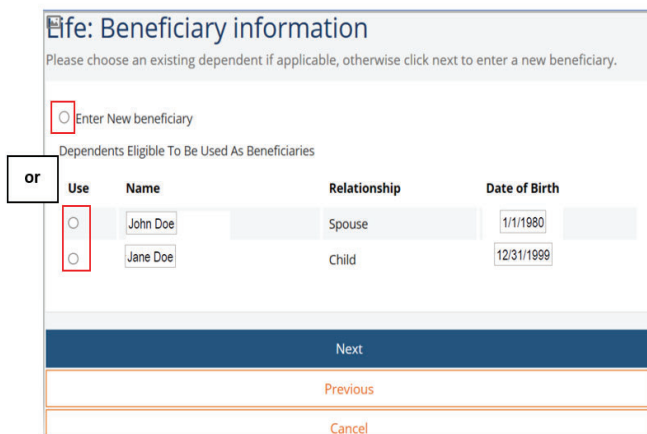
If you have already updated this in the previous version of My UT Benefits or submitted a beneficiary form to the life insurance vendor, you do not need to take additional action.

4. The system will take you through several screens to make the updates:



- Your beneficiary may be:**
- a. A person
 - b. An organization
 - c. A trust

When entering a Person, if you already have dependents in the system, you can select one of them or you can choose *Enter New Beneficiary*

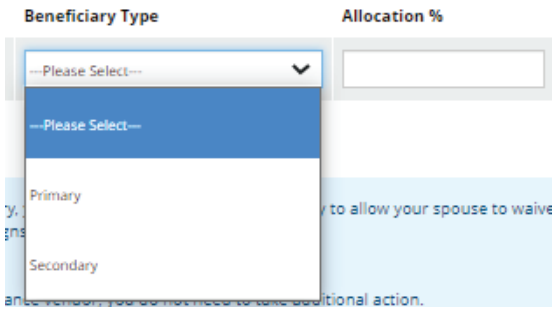


Use	Name	Relationship	Date of Birth
<input type="radio"/>	John Doe	Spouse	1/1/1980
<input type="radio"/>	Jane Doe	Child	12/31/1999

If you don't have the person's SSN or an organization's Federal Tax ID that's okay. Just click *Next*.

***IMPORTANT:** If you reside in AZ, CA, ID, LA, NV, NM, TX, WA or WI, and you name someone other than your spouse as primary beneficiary, your spouse's consent will be necessary to allow your spouse to waive his or her rights to any community property interest in the benefits. Payment of benefit may be delayed or disputed unless your spouse signs the Beneficiary Designation Form. (<https://www.bcbstx.com/ancillary-ut/pdf/anc-add-ben-designation-tx-ut.pdf>)

5. Choose the Primary or Secondary beneficiary type and an allocation percentage. You must have at least one Primary beneficiary, and your allocations must equal 100%.



The image shows a form with two columns: "Beneficiary Type" and "Allocation %". The "Beneficiary Type" column has a dropdown menu that is open, showing options: "Please Select" (highlighted in blue), "Primary", and "Secondary". The "Allocation %" column has an empty text input field. Below the form, there is a light blue informational banner with text: "to allow your spouse to waive" and "additional action."

6. When you're finished entering your beneficiary designations, please remember to *Save* your changes.



Two buttons are shown side-by-side: a dark green "Save" button and a white "Cancel" button with a blue border.

If you have an email on file, you will get a confirmation that you've made updates.