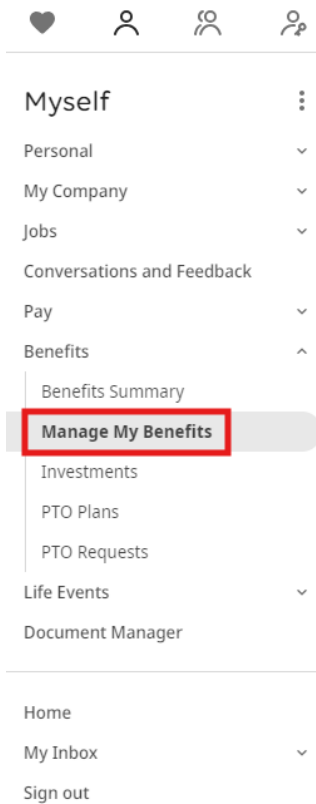
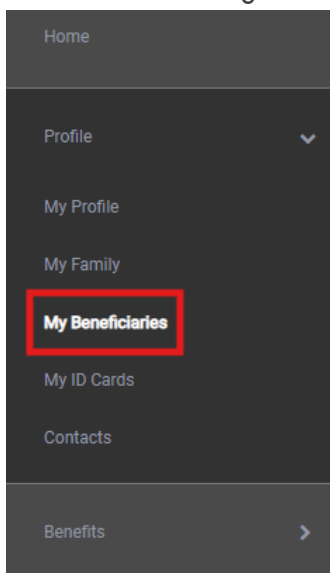


# Enroll In/Update 401k Elections:

1. Navigate to Myself → Benefits → Manage My Benefits



2. On the left menu navigate to Profile → My Beneficiaries



### 3. Click “Add Beneficiary”

Show beneficiaries for plan year:  
Your Current Beneficiaries

DOWNLOAD PRINT

Mutual of Omaha Basic Employee Life and AD&D Coverage amount \$50,000.00

**Primary Beneficiaries (Required \*)**  
You must designate a primary beneficiary for this benefit.

**+ Add Beneficiary**

Would you like to add secondary beneficiaries? No Yes

4. You can see if you have any beneficiaries listed by clicking the “Choose existing beneficiary” drop down. If none are listed, fill out all required fields. Note: Allocation total (between all beneficiaries) must equal 100%.

#### X Add Beneficiary

Select an existing beneficiary from the drop-down menu or enter a new beneficiary's information below.

Choose existing beneficiary

or create a new one

Name \*

Relationship \*

Allocation \*

Address 1

Address 2

City

State

Zip Code

User Defined Field 1

User Defined Field 2

Add CANCEL



5. If you add secondary beneficiaries, the combined Allocation total will need to equal 100% or it will not let you move forward.

Allocation Total: **50%**

**Allocation Total must equal 100%**

