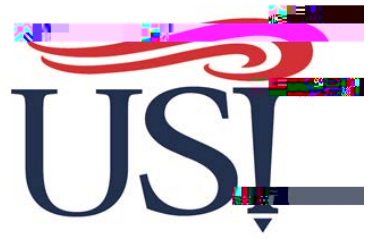
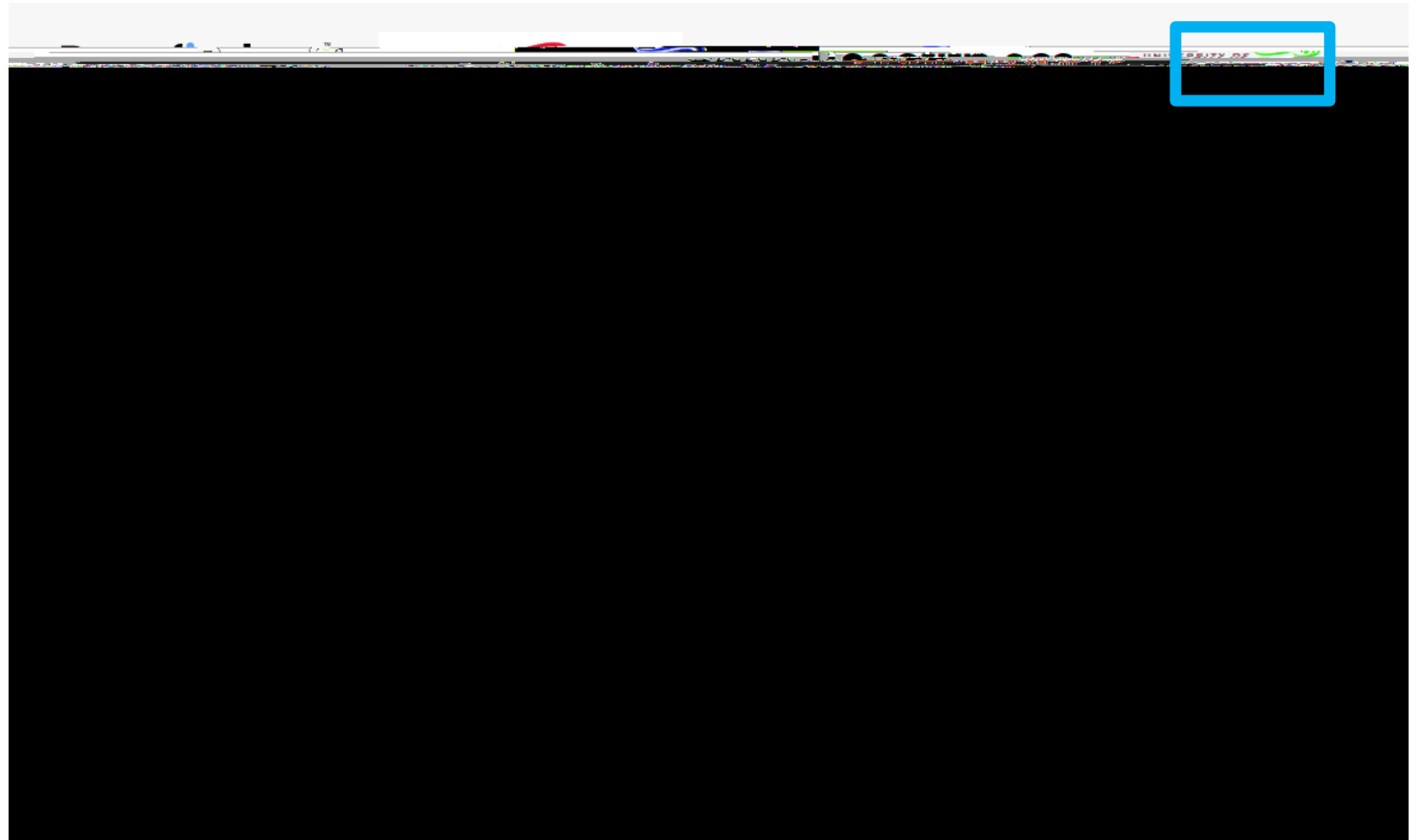


- Login to **<https://my.USI.edu>**
- Find the **Benefitfocus** App within your Screaming Eagle Apps and click it – highlighted in yellow
- If you do not see Benefitfocus, click view all next to tools.
- Once you click it, it will take you to the **Benefits Platform**



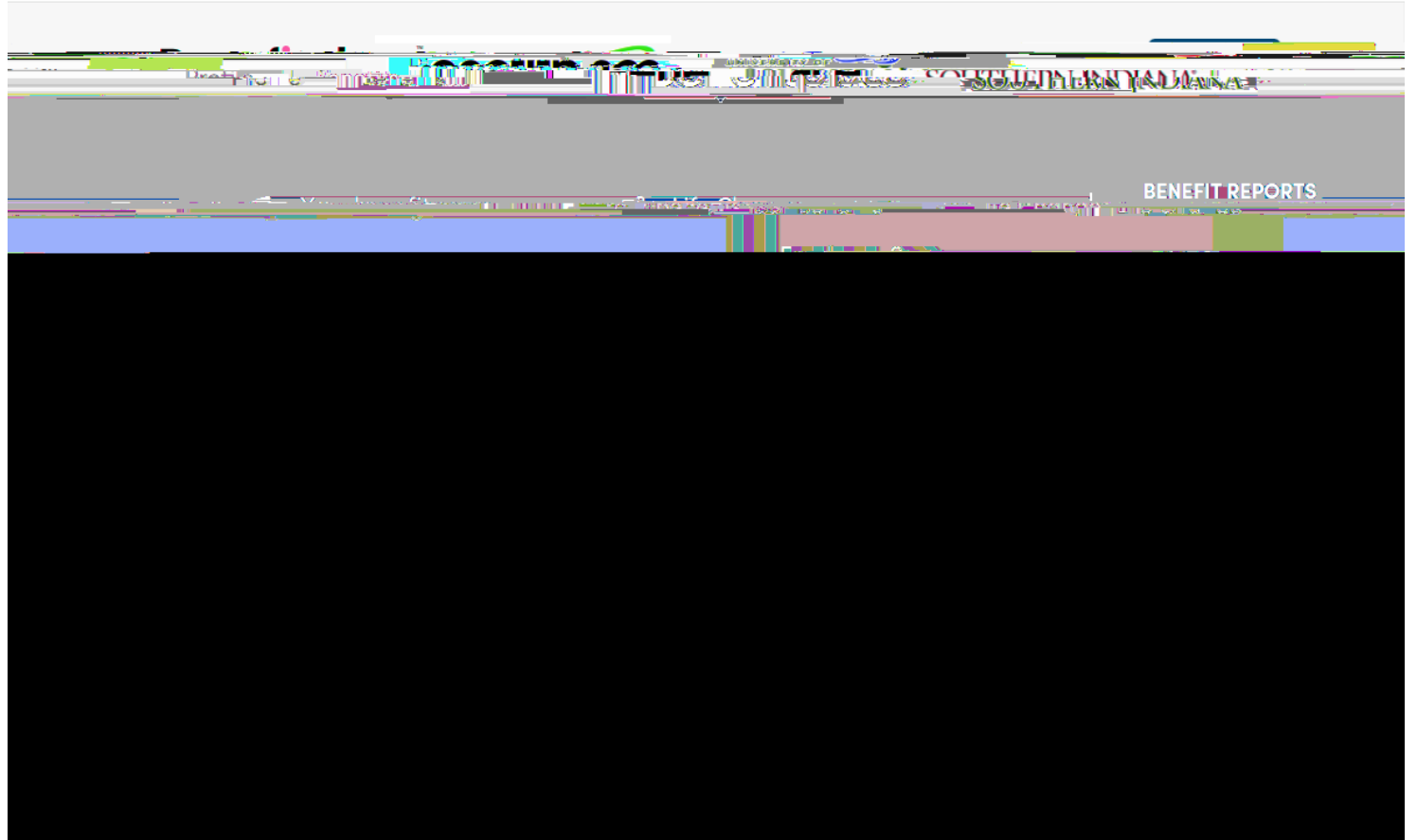
The Benefits Platform

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





The Benefits Platform



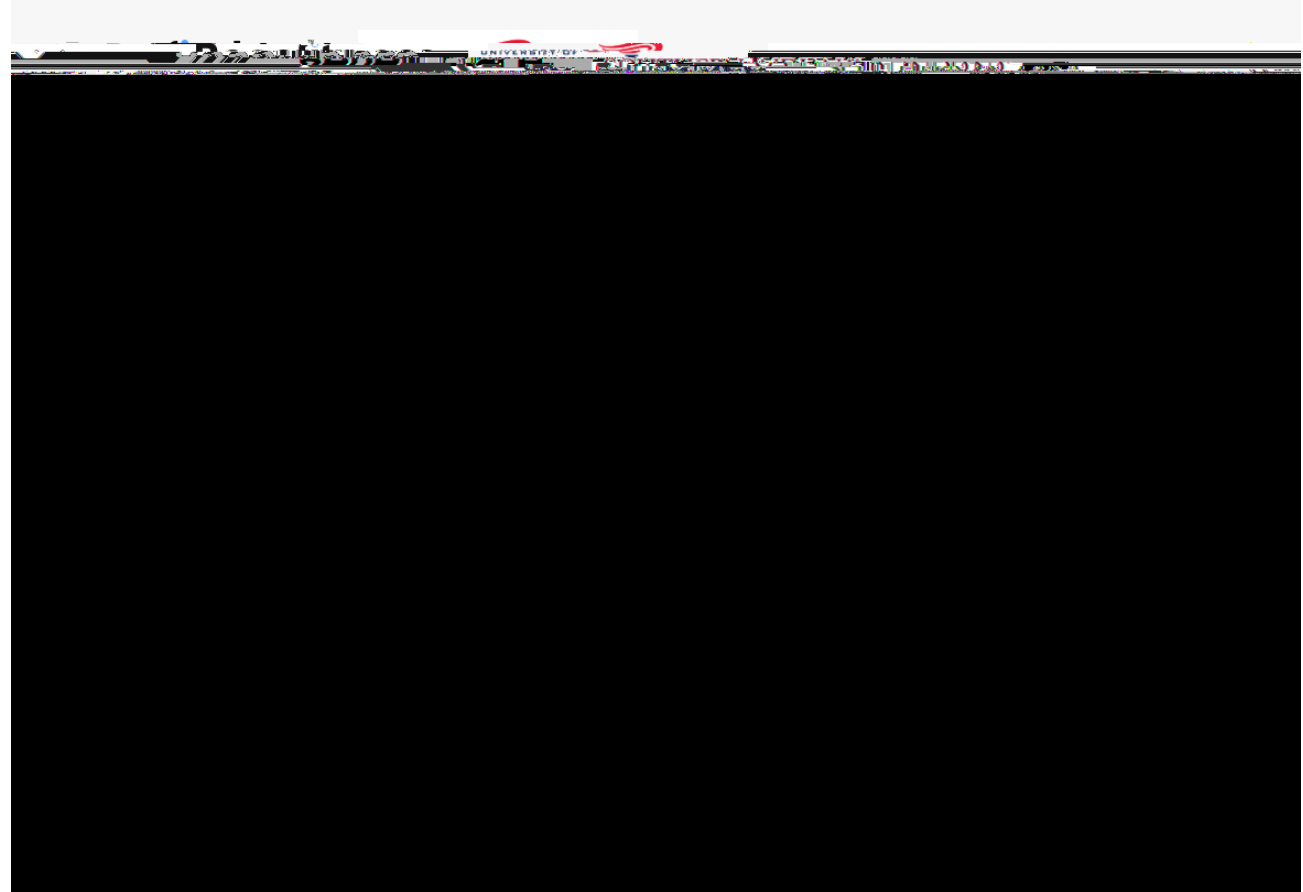


The Benefits Platform

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





The Benefits Platform

Click **“Edit”** on the benefit you would like to change.

