

Add/Change Beneficiary Life Event

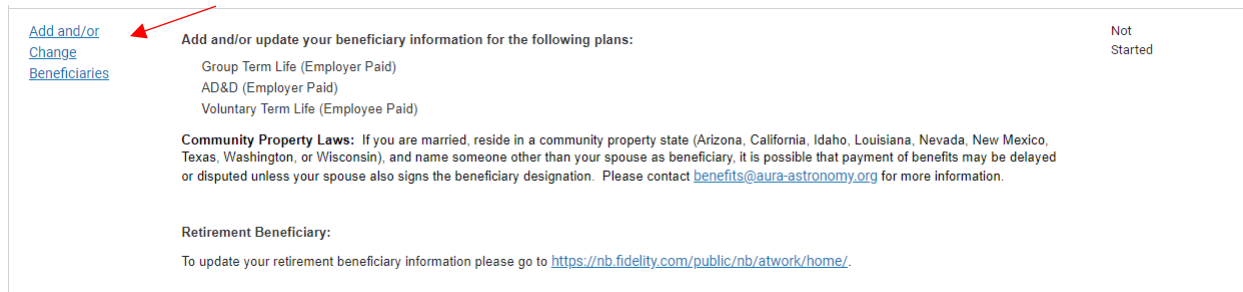
Login to UltiPro

<https://aura.ultipro.com>

Please Refer to the UltiPro Guide for assistance logging into UltiPro.

Go to the Life Events Tab & click on Life Events

Select a Add/Change Beneficiary if prompted



[Add and/or Change Beneficiaries](#)

Not Started

Add and/or update your beneficiary information for the following plans:

- Group Term Life (Employer Paid)
- AD&D (Employer Paid)
- Voluntary Term Life (Employee Paid)

Community Property Laws: If you are married, reside in a community property state (Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, or Wisconsin), and name someone other than your spouse as beneficiary, it is possible that payment of benefits may be delayed or disputed unless your spouse also signs the beneficiary designation. Please contact benefits@aura-astronomy.org for more information.

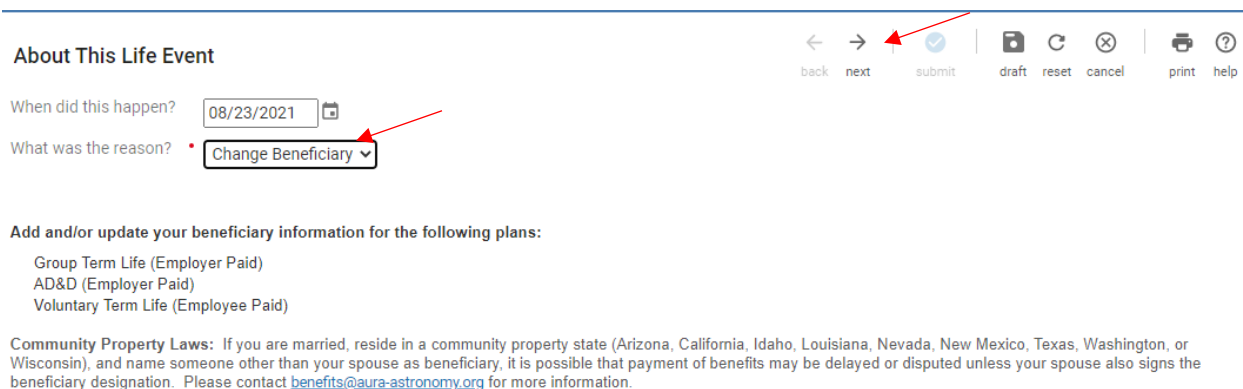
Retirement Beneficiary:

To update your retirement beneficiary information please go to <https://nb.fidelity.com/public/nb/atwork/home/>.

Enter Life Event Information

The About This Life Event page provides specific information related to this life event. The Draft button allows you to enter and save some information now and continue the election at a later time.

1. At the When Did This Happen field, enter a date for the life event, if needed.
2. At the What Was the Reason field, select **Change Beneficiary**.



About This Life Event

When did this happen?

What was the reason?

Add and/or update your beneficiary information for the following plans:

- Group Term Life (Employer Paid)
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3. Select Next.

Verify Beneficiaries and Dependents

Verify information for employees' beneficiaries and dependents on the Verify Beneficiary and Dependent Information page. This page includes summary information for each contact name, relationship, and designation.

1. From the **Verify Beneficiary and Dependent Information** page, review the summary information to ensure it is accurate.
2. Update information by completing one of the following using the Add/Change contact page.
 - o Select the **Name** link and then select **Edit** to update existing beneficiary or dependent information.
 - o To add a beneficiary or dependent, select **Add**.
 - o If changing to a new beneficiary, only update with new person. You will not remove or delete the currently selected beneficiary.
3. Select **Save**.
4. Select **Next**.

Verify Beneficiary and Dependent Information

+

add

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back

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next

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submit

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draft

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reset

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cancel

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print

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help

This page allows you to add or make changes to your named dependents, beneficiaries, and emergency contacts. Please note that adding or changing contacts on this page does not mean that they are automatically assigned to your existing plan enrollments. You will assign beneficiaries to your plans through the Life Event - Add/Change Beneficiary.

Ensure you have selected beneficiaries on this page before moving to the next page.

Find by

Status ▾

Active ▾

Name ↑	Relationship	Designation ▾
<div></div>	Spouse	<div><div><input checked="" type="checkbox"/> Beneficiary</div><div><input type="checkbox"/> Dependent</div><div><input checked="" type="checkbox"/> Emergency contact</div></div>

Click on Name, then Edit and scroll down to Designation. Check the Box titled Beneficiary. Then click Save & Next.

[Redacted]



cancel



edit



print



help

Personal

SSN

Date of birth

Gender

Date of marriage

Date of divorce

Employer

Occupation

Address

Address

[Redacted]

Country

☐ Address is different from employee

Designation

Relationship

Spouse

☐ Dependent

☒ Beneficiary

☒ Emergency contact

Telephone

Preferred phone

Home

Home

+1 [Redacted]

Work

Work extension

Other



Add/Change Contact

delete | save | reset | cancel | print | help

Occupation

Designation

Select at least one designation for this contact. **Note:** Identifying this record as a **Dependent** or **Beneficiary** only makes them eligible for consideration, it does not automatically add them to any benefit plans.

Relationship

Spouse

Designation

- ☐ Dependent
- ☒ Beneficiary
- ☒ Emergency contact

Address

☐ Address is different from employee

Country

Select a Plan







The Current Plan section displays deduction/benefit plans in which you are enrolled for the deduction/benefit type as of the current system date.

1. Select ER Paid Life & Enroll Beneficiaries & enter percentage(s).
 - a. If changing to a new beneficiary, only assign percentages to the new beneficiary, and leave the old beneficiary percentage field blank.

Note

If you are assigning multiple beneficiaries, ensure that the sum of percentages in each column equal 100. Primary beneficiaries must total 100%; secondary beneficiaries must total 100%.

Group Term Life Ins

← back → next  submit  draft  reset  cancel  print  help

Select a Plan

Use the options below to choose a plan.

Current Plan
as of 08/22/2021

► **ER Paid Life**



☒ ER Paid Life

\$0.00 Biweekly*

Coverage start date*: 08/23/2021

**Estimated values*

Enroll Beneficiaries

Name	Primary	Secondary
<input checked="" type="checkbox"/> 	<input checked="" type="radio"/> 100	<input type="radio"/> 
	100.00 %	0.00 %

ER Paid Life Plan Information

AURA provides Basic Life Insurance to all eligible employees at no additional cost. This benefit is employer paid and is equal to 100% of your annual salary rounded up to the next thousand-dollar increment. Please see Policy for further details or email benefits@aura-

[Read more](#)

Select **Next**.

Under the Employee Supp Life page, refer to the grey Current Plan box to review if you are currently enrolled in Supplemental Life.

- If you are **not currently enrolled in Employee Supplemental Life**, click on the “I decline the Employee Voluntary Life Plan” and select Next.

Employee Supp Life

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next

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⊗
cancel

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print

❓
help

Select a Plan

Use the options below to choose or decline a plan.

Employee Supplemental Life insurance provides term life insurance benefits to your designated beneficiary in the event of your death. For detailed information regarding your current employee voluntary supplemental life coverage, please view the gray box at the right side of the screen. By clicking the small arrow, the box will expand to show your current cost.

☒ I decline the Employee Voluntary Life plan.

Current Plan
as of 08/22/2021
No current plans for this type.

- If you **are currently** enrolled in **Employee Supplemental Life**, click on “Employee Voluntary Life”.
 - **Type in your current Benefit Dollar Amount as it is shown in the grey “Current Plan” box (ex. \$100,000).**
 - Under Enroll Beneficiaries, select the beneficiary and enter percentage(s) & select Next when finished.

☒ Employee Voluntary Life

\$0.35 Biweekly*

Benefit Amount


Benefit amount

\$10,000.00 Per year

The maximum benefit amount value is \$500,000.00

Coverage start date*: 08/23/2021

**Estimated values*

 Enroll Beneficiaries

Name	Primary	Secondary
<input checked="" type="checkbox"/> [Redacted Name]	<input checked="" type="radio"/> 100	<input type="radio"/> [Redacted]
	100.00 %	0.00 %

Employee
Voluntary Life
Plan Information

Life Events -
Beneficiary
Update

If you currently
have voluntary
life insurance
(see right hand
box for coverage
confirmation) you
can update your
beneficiaries for

[Read more](#)




Repeat this same process for the Accdntl Dth/Dsmmbrmnt page.

Review and Submit Elections

Review the election information on the Confirm Your Changes page. This page contains personal information as well as the selected and declined benefits. You can compare current beneficiaries to the newly selected beneficiary elections.


▼ **New Benefits**

Estimated Total Cost: \$0.35 ⓘ

Plan Type	Plan Details	Your bi-weekly cost
Group Term Life Ins	ER Paid Life Covered Family Members <input type="text"/> Primary Beneficiaries  <input type="text"/>	Allocation 100.00 % 
Employee Supp Life	Employee Voluntary Life Benefit Amount: \$10,000.00 Per year Covered Family Members <input type="text"/> Primary Beneficiaries  <input type="text"/>	Allocation 100.00 %  \$0.35
Total		\$0.35

▼ **Declined Benefits**

1 plans declined

Plan Type	Plan Details
Accdntl Dth/Dsmmbrmnt	Employee Voluntary AD&D 

1. Return to the applicable page to complete changes, as needed.
2. Select **Draft** to continue the election at a later time or select Submit to complete your changes now.
3. Select OK, the **Confirmation** page appears.
4. Select Print to print a summary of your changes.
5. Select **Close**.