

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



My UT Benefits Login

Employee Benefits

Insurance

Active Employee Insurance

Retired Employee Insurance

UT CONNECT Medical

UT Health Network

All UT Institutions

(except UT Austin)

Active Employee Login

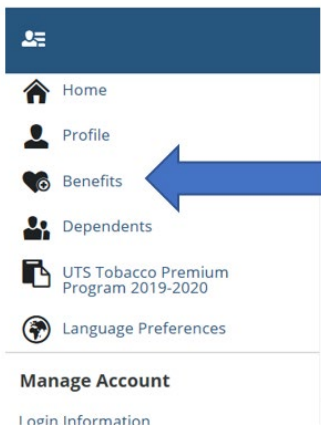
Retired Employee Login

UT Austin



(only)

UT Austin Active & Retired Employee Login

Once logged in, Click on *Benefits* under the left side navigation pane



Go to a benefit for which beneficiary designations apply (Employee/Retiree life or AD&D). See the Beneficiaries line and click on *Add* (if you have no beneficiary on file), *Edit* to change or *Show Details* to view current designations.

<p> Your Voluntary Life coverage Voluntary Group Term Life (VGTL) 2019-20</p> <p>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</p> <p>Edit coverage Show Plan Details ▾</p>	<p> Life Basic Life 2019-20</p> <p>Coverage Amount: \$40,000.00 Effective Date: 09/01/2019 You Pay: \$0.00 per month</p> <p>Beneficiaries Edit Show details ▾</p> <p>Plan Documents ▾ Edit to Change Benefit</p>
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If you select Add or Edit, a new screen will open, and you will click *Add Beneficiary**

AD&D: Beneficiary information

You have no beneficiaries either populated with their Beneficiary Type, allocation amount, and/or selected to be covered.

Note: When replacing an existing beneficiary with a new one, first deselect the beneficiary, add the new beneficiary, then adjust the allocation percentage accordingly.

Use	Name	Relationship	Date of Birth	SSN/ID	Beneficiary Type	Allocation %	Actions
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](#).

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](#)

If you already have dependents in the system, you can select one of them or you can choose *Enter New Beneficiary*

Life: Beneficiary information

Please choose an existing dependent if applicable, otherwise click next to enter a new beneficiary.

Enter New beneficiary

Dependents Eligible To Be Used As Beneficiaries

OR

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

Next

Previous

Cancel

***IMPORTANT:** If you are married and are designating someone other than your spouse as your primary beneficiary, you must complete and have your spouse sign the document in the link here:

[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](#).

You can upload the signed form to the *Document Center* by going to your home page under *My Documents* and clicking on *Document Center*.

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- Home
- Profile
- Benefits
- Dependents
- UTS Tobacco Premium Program 2019-2020
- Language Preferences
- Manage Account**
 - Login Information
 - Medicare
 - Life Event
- My Documents**
 - Document Center
 - Confirmation Statement

Click *Add a Document*

Document Center
View and Upload Documents

For requests with a status of "Document Required", upload a document to associate it. The Document will then show as "P document through the "Add Document" option, it can then be associated with a "Document Required" request and can be

+ Add Document

Begin typing search query Search

Filter by type All Filter by status All Documents

Sort By: Document Name File Type Date Created Date Uploaded

Choose your file, complete the information noting *Spouse Beneficiary Waiver* in the Description and click *Save*.

Adding New Document X

File Chosen

DesignationFormUT.pdf

Hover over the (?) above to view accepted file types.

Document name*
Beneficiary Form

Category*
Spouse Document

Date
04/07/2020

Description

Save Cancel