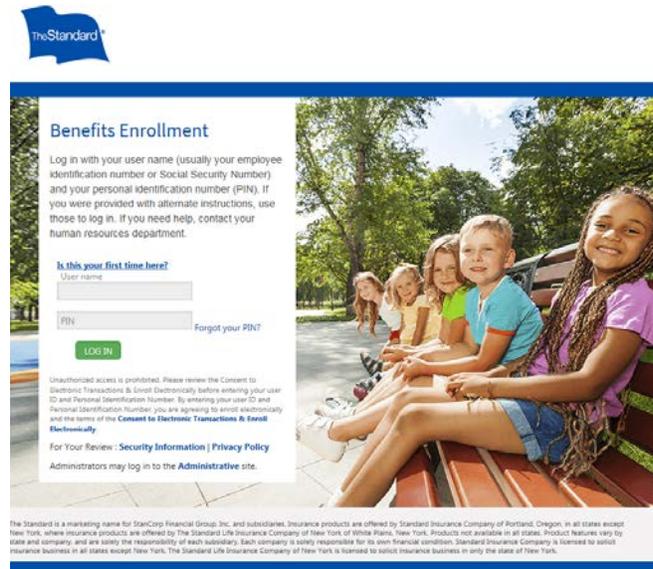


City of San José

Guide for Updating Your Beneficiary

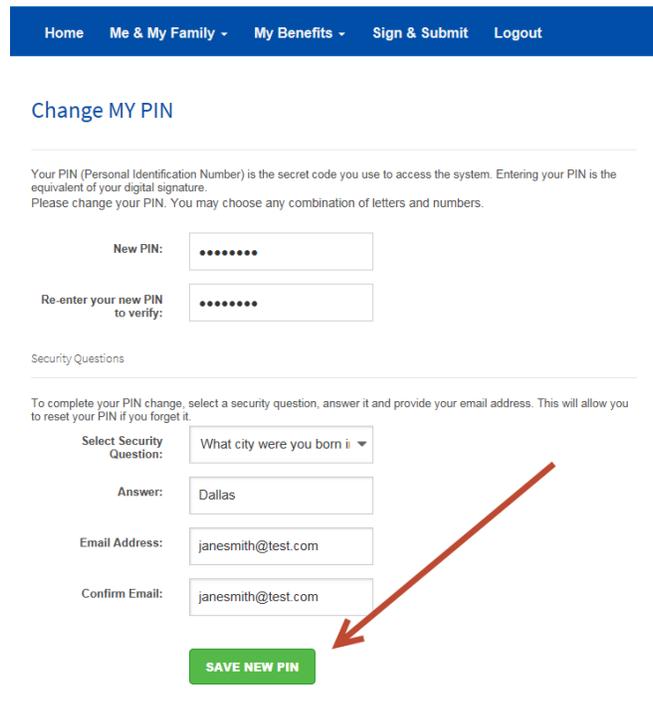
Step 1: Follow the instructions below for how to log in to the portal site.



Open the online portal site at:

<https://standard.benselect.com/sanjoseca>

- Your User name is your employee ID number or your Social Security Number.
- Your personal identification number (PIN) when you first log in is the last four digits of your SSN followed by the last two digits of your birth year.



Change MY PIN

- If it is your first time logging in, you will be prompted to change your PIN.
- You will enter in your PIN of choice that meets the listed criteria, answer a security question and enter in your email address.
- Once you have entered your information, press the 'Save New Pin' button. You will then be brought to the Introduction and Information Screen.

Step 2: To change your beneficiary, select 'Change my beneficiary' on the right hand side of the home screen.

TheStandard

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Benefit Summary

Home Me & My Family My Benefits Sign & Submit Logout

What would you like to do?

- Complete my EOI
- Change my beneficiary
- Review my elections
- Change my benefits due to a qualifying life event
- Review forms that I signed
- Find a document or form
- Change my PIN

Welcome Back, Test

For most benefits, your open enrollment is the only time of year you can make changes in your benefits unless you have a qualifying life event.

Summary of Benefit Elections:

Plan	Benefit	Cost per Deduction	Coverage Termination Date
Additional Life Plan 3_Vantage	\$10,000 requested	\$0.00 (\$0.45 pending) after-tax	
Additional AD&D Plan 3_Vantage	\$10,000	\$0.10 after-tax \$0.10 total + \$0.45 pending	

Continue to review personal information and begin enrollment. **NEXT**

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Step 3: From this screen you will be able to add a new beneficiary by selecting the + icon, or if your beneficiary is already listed, you can select the beneficiary of your choice on this screen.

Beneficiary: Additional AD&D Plan 3, Vantage

A beneficiary is a person, trust, or organization to whom benefits will be paid. A contingent beneficiary will receive benefits if your primary beneficiary is no longer living at the time of your death.

- Check the box next to the name of each beneficiary you wish to assign.
- To add a beneficiary to the list, click the Add button.
- You may adjust the percentages assigned to each beneficiary, as long as the percentages add up to 100%

Beneficiary	Relationship	Primary	Contingent	
Mrs_Employee	Spouse	<input type="checkbox"/> 0.00%	<input type="checkbox"/> 0.00%	✎ ✕
Mom_Employee	Parent	<input checked="" type="checkbox"/> 100.00%	<input type="checkbox"/> 0.00%	✎ ✕

+

BACK

NEXT

Step 4: Confirm your beneficiary designations by entering your PIN as shown below. After selecting the check mark, your beneficiary has been updated and you may log out.

The screenshot shows a web application interface. At the top left is the logo for 'TheStandard'. At the top right are the logos for 'CITY OF SAN JOSE CAPITAL OF SILICON VALLEY' and 'Benefit Summary'. Below these is a blue navigation bar with the following links: 'Home', 'Me & My Family -', 'My Benefits -', 'Sign & Submit', and 'Logout'. The main heading is 'Life Event: Please Confirm'. Below this is a sub-heading: 'By entering my PIN below, I am formally changing the beneficiary information on the specified life and/or disability plans'. There is a 'PIN:' label followed by a text input field containing seven dots and a green checkmark button. Below that is a 'Reason for change:' label followed by a text input field containing the text 'Beneficiary change.'. At the bottom left of the form area is a green 'BACK' button. At the bottom right of the page is a footer with the text '© 2016 - StarCorp Financial Group, Inc.'