

Step 1:

Complete Life Event in eWay
Go to [eWay Home Page](#) – [Quick Links > Life Events](#)
Refer to [Life Events Reference Guide](#) for assistance



Step 2:

Review checklist below and
make applicable updates.

Review personal information and emergency contact in eWay:

Instructions: <https://www.sanjoseca.gov/home/showdocument?id=61029>

Review and/or update federal and state tax classification:

State Instructions: https://www.sjcity.net/DocumentCenter/View/24429/DE4_Instructions

Federal Instructions: <https://www.sanjoseca.gov/home/showdocument?id=61031>

Review and/or update beneficiary information for Accidental Death & Dismemberment (AD & D):

Visit [eWay](#), navigate to **Main Menu > Self Service > Benefits > Benefits Summary**
Click on **AD and D** benefit, then click “**Edit**” to add or update beneficiaries.

Review and/or update beneficiary information in the Standard Life Insurance’s website:

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

Guide to update beneficiary information + first time login credentials:

https://www.standard.com/eforms/19136_630976.pdf

Consider reviewing current coverage and applying for Supplemental and/or Dependent Life Insurance

Review and/or update beneficiary information for Deferred Compensation:

Website: <https://sanjose.beready2retire.com/>

Consider reviewing and/or updating current deferral amounts while logged into Voya’s website

Review and/or update retirement plan beneficiaries:

Link to form: <https://www.sjretirement.com/Resources/44d91499-0944-4d07-9102-41b27db6ceef/Beneficiary%20Designation%20Form.pdf>

Review and/or update name in eWay as applicable:

Visit [eWay](#), navigate to **Main Menu > Self Service > Personal Information > Name Change**
To update dependent name(s), please e-mail proof of name to human.resources@sanjoseca.gov