

How to Update Your Beneficiaries

1. Click [Change My Benefits](#)



2. [Basic Info](#) > [Change of Beneficiary](#) > [Continue](#)

3. Click [Start Change](#).

5. You can edit the [Designation](#) and [Allocation](#) for your beneficiaries. Each allocation **must** add up to 100%.

LAPRA Basic Life Insurance Designation

Name	Designation	Primary Allocation	Contingent Allocation	
Sam Sample	Primary	100	%	Edit
Sample Mom	Contingent		100 %	Edit
Allocation Totals Each allocation type must sum to 100%		Primary ✔ 100%	Contingent ✔ 100%	

6. Click [Add a Beneficiary](#) at the bottom of the screen to add a new beneficiary.

- Click [Save Changes](#).
- Enter the [Designation](#) and [Allocation](#) values.
- Click [Next](#).

5. Read the [Review Enrollment](#) page.

6. Click [Approve](#) to make your submission.

7. Review the [Confirmation](#) screen. Click [I Agree](#) to finalize your transaction.

9. You can click [Log Out](#) to exit the system or click [Home](#) to return to the main page.