Self Service Instructions for Updating Basic/Optional Life Insurance

1. Log into Oracle Self Service

2. Click Benefits

   Please read The Welcome Screen/Legal Disclaimer and select “Accept”. Click Next

3. Please confirm each family member you are adding to your Life Insurance is listed in the box titled, “Contacts and Beneficiaries”.
   
   a. If the name is not listed click Add a person and enter dependents information
4. Click Next

5. Click Update Beneficiaries.

6. Click Next

7. Determine the amount you want to allocate to your primary and/or contingent beneficiary (ies). The amount needs to total 100%.

8. Continue to click Next until you get to the Confirmation Screen

9. Click Finish