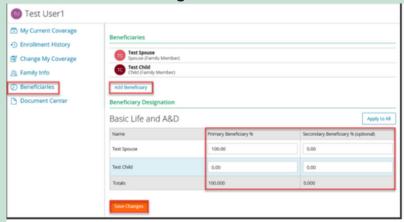


CHOOSING A BENEFICIARY IS IMPORTANT

ENSURE YOUR BENEFICIARY INFORMATION IS UP TO DATE

VIEW OR MODIFY BENEFICIARY DESIGNATIONS

- Access Paylocity Benefits Enhanced <u>https://access.paylocity.com</u>
- Select Beneficiaries in the sidebar menu to view current designations.
- 3. Select **Add Beneficiary** to add an additional beneficiary if necessary.
 - a. Enter all required fields.
 - b. Select **Save**.
- 4. Adjust the **Primary** and **Secondary Beneficiary** % fields as needed.
- 5. Select Save Changes.



IMPORTANT NOTES

- Always make sure your beneficiary information is up to date to avoid delays and ensure your loved ones are taken care of in the event of your passing.
- Even if you did not purchase additional life insurance, Salad Collective provides employer-paid life insurance to all full-time benefit-eligible employees. It is essential to ensure that you have a designated beneficiary on file for this coverage.

QUESTIONS? CONTACT THE BENEFITS SERVICE CENTER

SALAD COLLECTIVE BENEFITS SERVICE CENTER

PHONE: 866-725-2333

EMAIL: HELP@SALADBENEFITS.COM

MONDAY - THURSDAY: 6:00AM - 4:00PM MT FRIDAY: 6:00AM - 3:00PM MT

benefits service center