

CHOOSING A BENEFICIARY IS IMPORTANT

ENSURE YOUR BENEFICIARY INFORMATION IS UP TO DATE

VIEW OR MODIFY BENEFICIARY DESIGNATIONS

1. Access Paylocity Benefits Enhanced
<https://access.paylocity.com>
2. 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**.

Test User1

My Current Coverage
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Beneficiaries

- Test Spouse (Spouse (Family Member))
- Test Child (Child (Family Member))

Add Beneficiary

Beneficiary Designation

Basic Life and A&D Apply to All

Name	Primary Beneficiary %	Secondary Beneficiary % (optional)
Test Spouse	100.00	0.00
Test Child	0.00	0.00
Totals	100.00	0.00

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