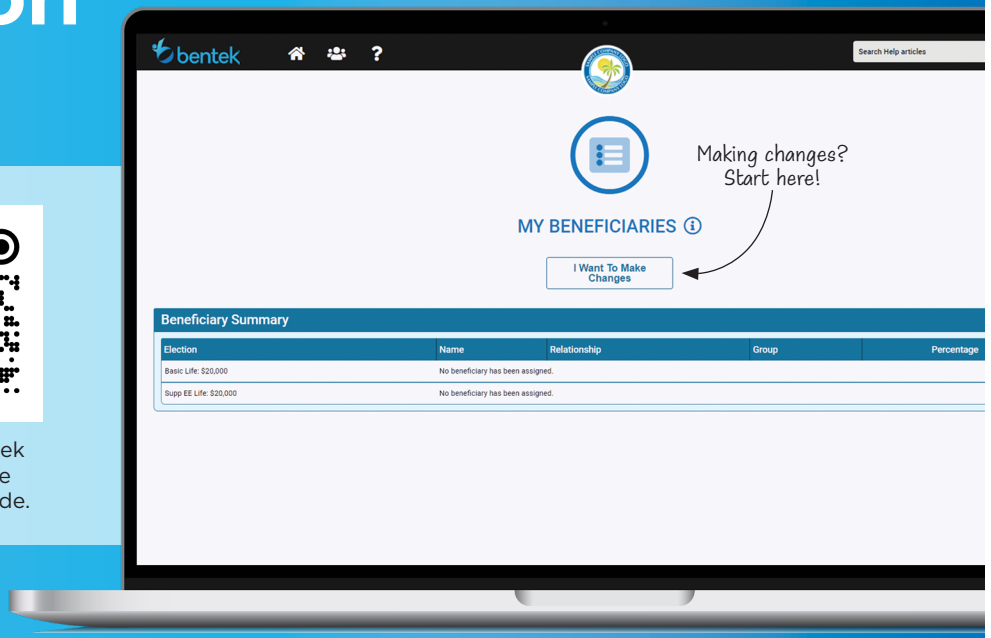
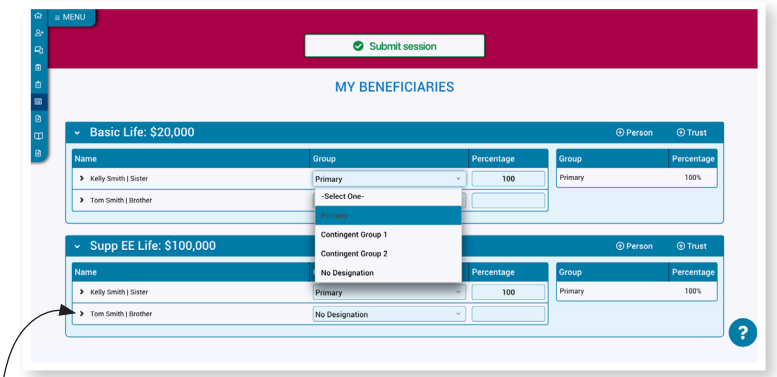
Beneficiary Designation Quick Guide



ADD A NEW BENEFICIARY

- ✓ Log on to **https://app.mybentek.com/**
- ✓ Click “+ Person” or “+ Trust”.
- ✓ Enter the beneficiary information (asterisk denotes required information).
- ✓ Adding a minor? Toggle the “Is this beneficiary a Minor” button and enter guardian information.
- ✓ Click “Save new beneficiary”.

To access Bentek using a mobile device, scan code.



Click here to edit beneficiary.

DESIGNATE YOUR BENEFICIARY

- ✓ Select primary or a contingent group for each beneficiary.
- ✓ Select the benefit percentage each beneficiary should receive. Percentage amounts must be whole numbers and equal 100% for each group.
- ✓ Click “I Agree” under the beneficiary acknowledgment and “Submit Session”.
- ✓ Click the adobe icon to generate your beneficiary designation Form.

OTHER QUICK TIPS

- ✓ To edit a current beneficiary, click the arrow next to their name.
- ✓ To completely remove a beneficiary, click the arrow next to the beneficiary name and click “remove This Beneficiary From All Plans”.