MyEnroll Employee User Guide
Update Life Insurance Beneficiary

Please check with your local benefits administrator to determine if your location participates in the RCAB Life Insurance Plan.

Below are step-by-step instructions on how to update your Life Insurance Beneficiary in MyEnroll.

Life insurance beneficiaries can be updated in MyEnroll at any time. All covered employees are strongly encouraged to assign at least one beneficiary for their core life insurance. You can view your life insurance effective date in MyEnroll. Coverage amounts are based on annual salary. Please see the Term Life Insurance and Accidental Death and Dismemberment (AD&D) Insurance summary on www.bostoncatholicbenefits.org/life or contact the Benefits Office for additional information.

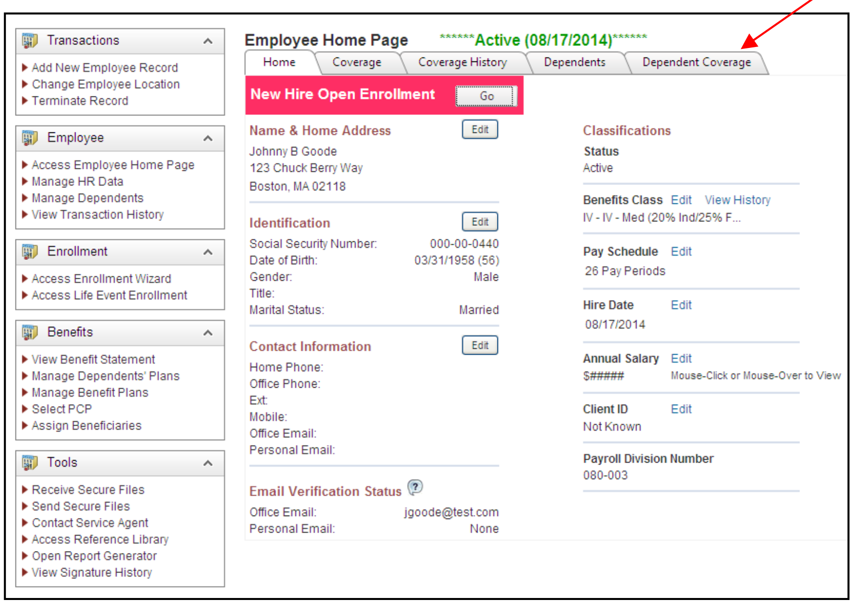
Employees who work for multiple RCAB locations will have a separate MyEnroll login for each location and should assign a beneficiary to each location. Employees who transfer between RCAB locations must re-enter their beneficiary/beneficiaries in the MyEnroll record for the new location.

1. Navigate to www.bostoncatholicbenefits.org and log into the scure online enrollment system, MyEnroll.

Please see the **Creating a User ID and Password User Guide** for specific instructions on obtaining your log-in information if you have not previously logged into MyEnroll.

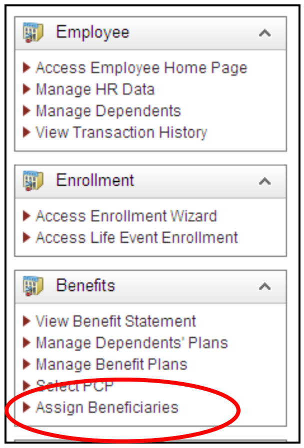
Once you have logged in successfully, you will be on your Employee Home page. Please take note of the features on this page including the left navigation menu and the coverage/dependent tabs across the top of the page.

If you have changes to any of your demographic information, please notify your location's payroll/benefits administrator, who will make the change for you.

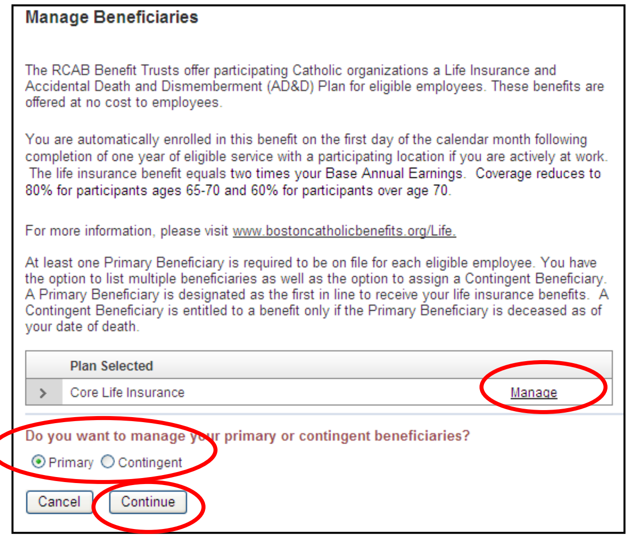


From the other screens in MyEnroll, you can click on "Access Employee Home Page" to review this information again.

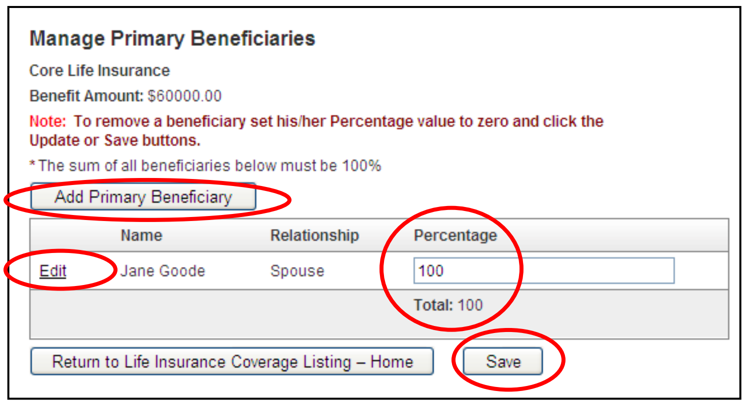
2. Click on “Assign Beneficiaries” on the left navigation menu once you are ready to proceed.



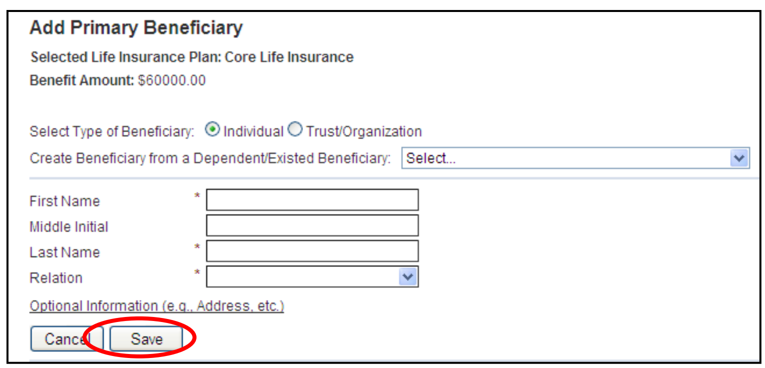
3. On the Manage Beneficiaries screen, click “Manage” next to Core Life Insurance. Select “Primary” or “Contingent” and click “Continue.”



4. To add a beneficiary, click “Add Beneficiary”. Next select the type of beneficiary, enter beneficiary information and click “Save.” On the next screen, enter a percentage for that beneficiary (you must erase the “1” that appears and then re-type 100 if there is only one designated beneficiary) and click “Save.”



To change a beneficiary or update contact information, click “Edit.” You can then update this information and click “Save.”



To add multiple beneficiaries (i.e., the life insurance benefit is to be split among more than one person if both are still living at the time of the employee’s death), repeat steps above until all beneficiaries are added with a percentage. Coverage totals must equal 100%.

MyEnroll allows you to enter primary beneficiaries and contingent beneficiaries. A **primary** beneficiary is a beneficiary that is first in line to receive the benefit. A **contingent** beneficiary will only receive a benefit if the primary beneficiary is deceased.

To add Contingent beneficiaries, click “Manage,” then “Contingent,” and follow appropriate steps.

For questions, please contact the RCAB Benefits Office at (617) 746-5640 or benefits@rcab.org.