# Benefits (ESS): Add or Update People to Cover Using BearTrax

## Introduction

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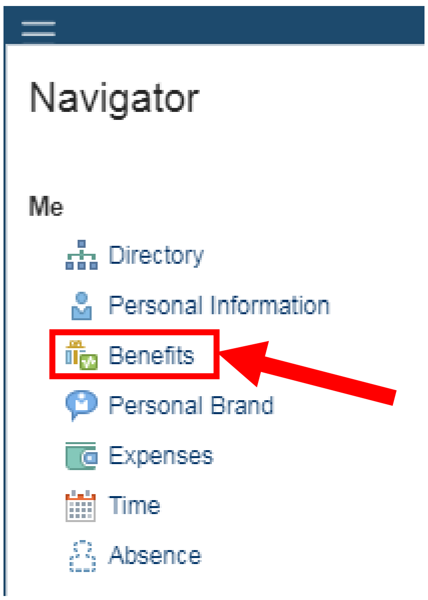
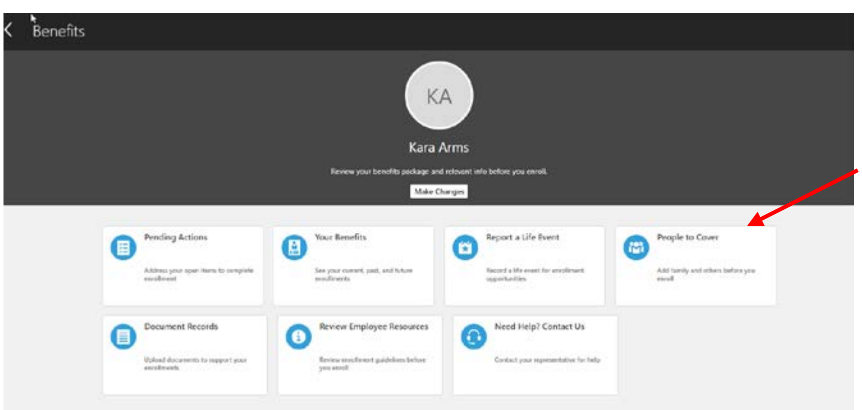
| **Purpose:** | To add or update People to Cover (contacts) in Bear Trax. |
| **How to Access:** | Go to the Home Screen by clicking the icon.<br><br>Click the Icon.<br><br>Under "Me," click "Benefits." This will take you to the Benefits screen. |




From this screen, you can view, change, and update your beneficiaries while in the open enrollment period

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Shawnee State UNIVERSITY

# Benefits: Add or Update People to Cover

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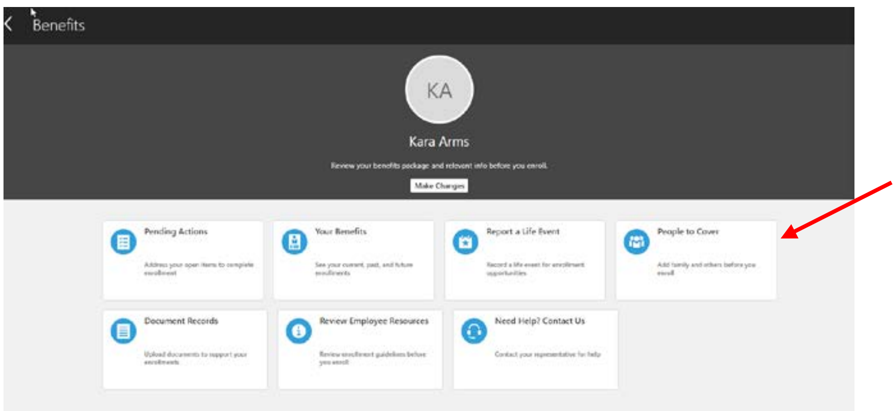
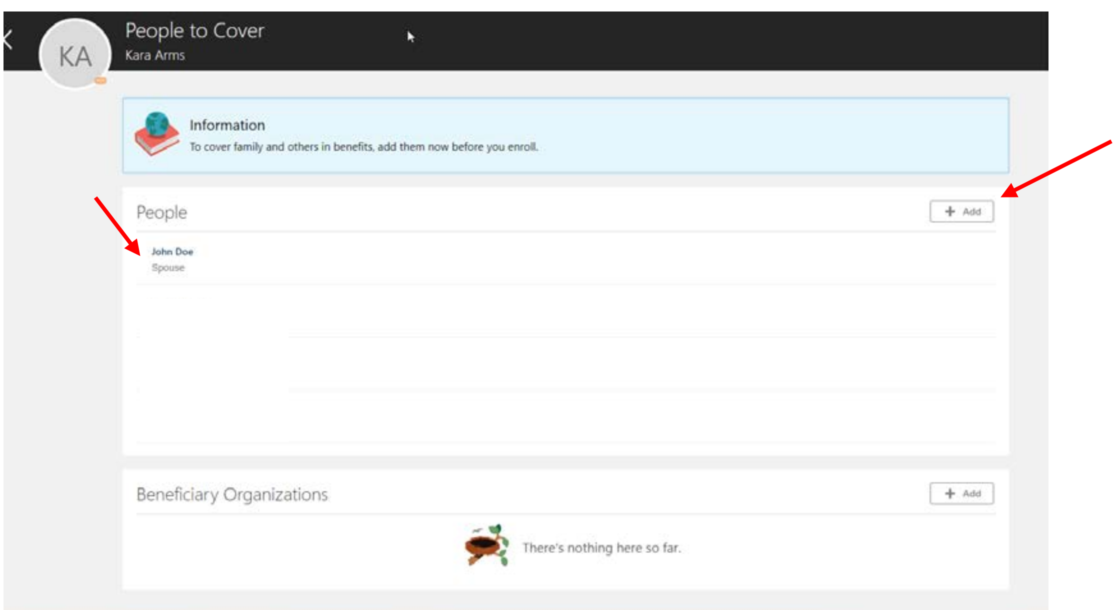
| **Helpful Hints:** | Be sure to keep in mind that… <br>• Be sure to add family members and other beneficiaries as contacts in order to designate them as a beneficiary.<br>• In your Benefits pages, the term "Contacts" references your dependents and beneficiaries to be covered. |
| **Procedure:** | Complete the following steps to add or update a people to cover. |

Follow these instructions to add or update your contacts/people to cover.

**1.** Click "People to Cover."



***To create*** **a contact:**

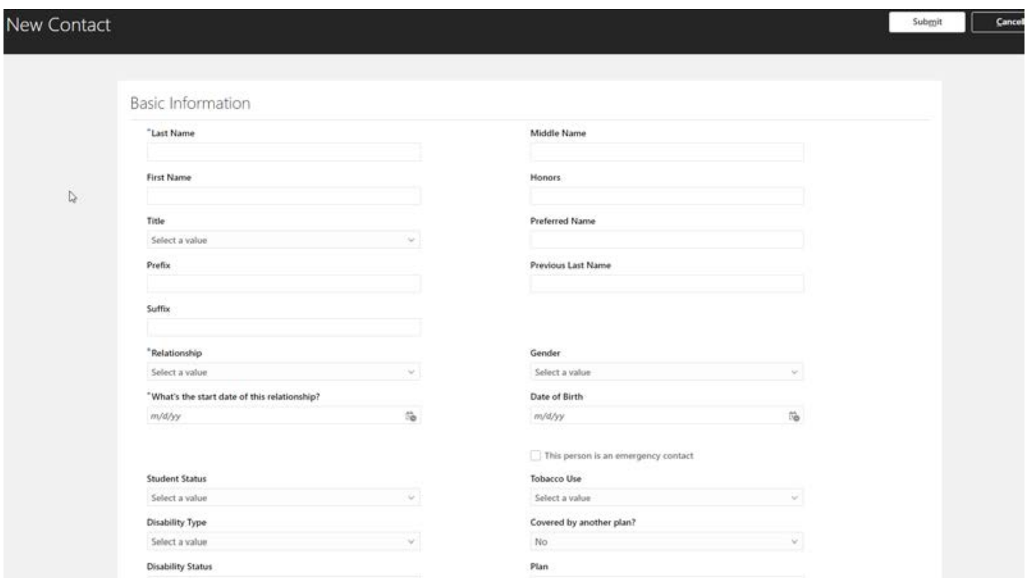
1. Click “+Add” located in the top right hand corner.

2. Enter all required information to create the contact if they do not already exist in your contacts.
   a. Gender, Date of Birth, and National ID are required information for all Dependents.

   b. Disability Status is required for Dependents 26 and older.

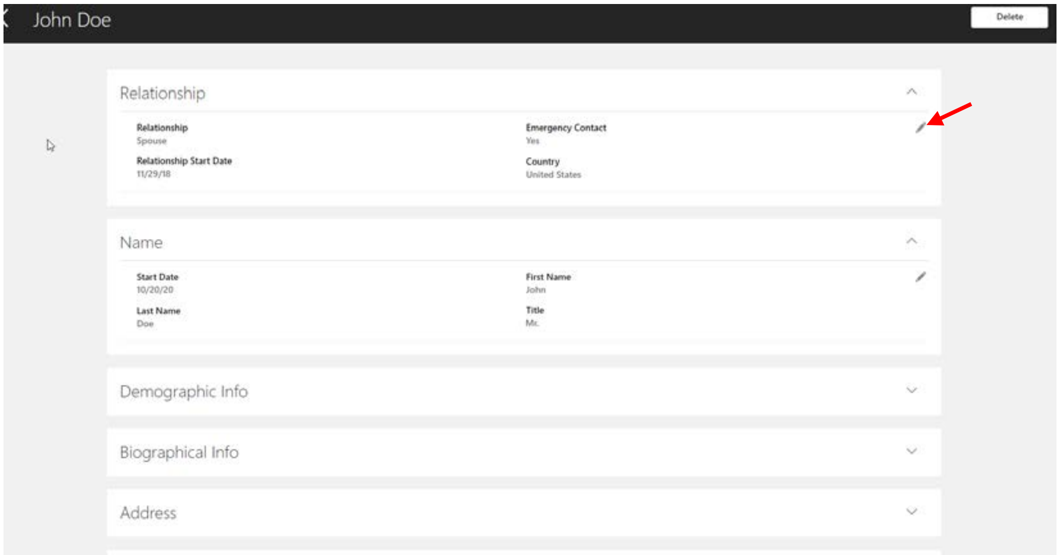
3. Complete all required fields below marked by *.

4. Click “Submit” at the top right corner.



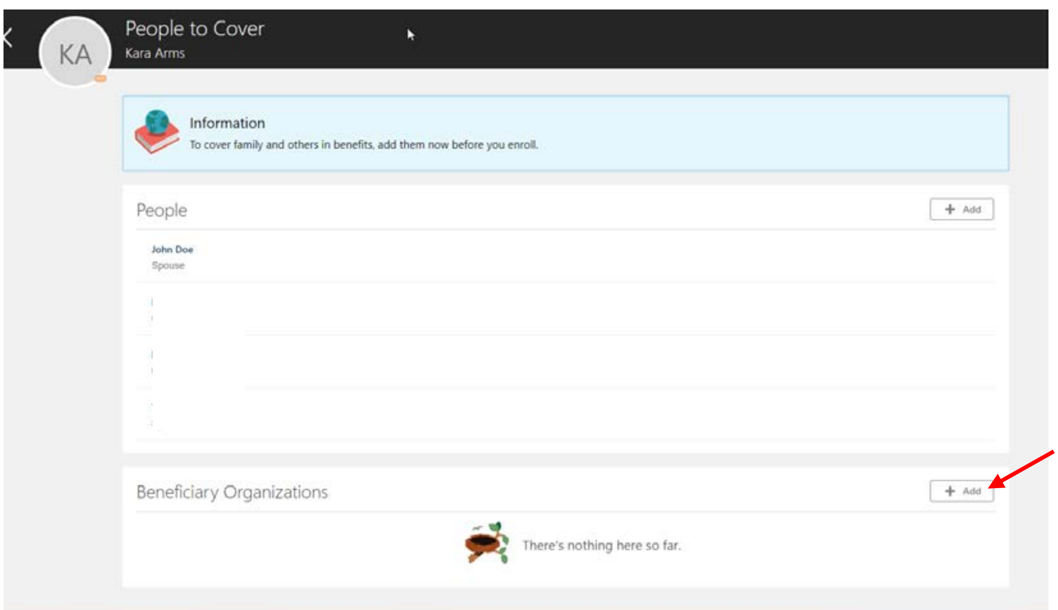

5. ***To update*** contact information, click on the contact’s name.

1. Click the Pencil on the right side to edit. Fill out the required fields, as marked by an *.
   a. If *current* data is incorrect, contact Human Resources to update.
   b. Any changes made to information for contacts will be effective from the date submitted.

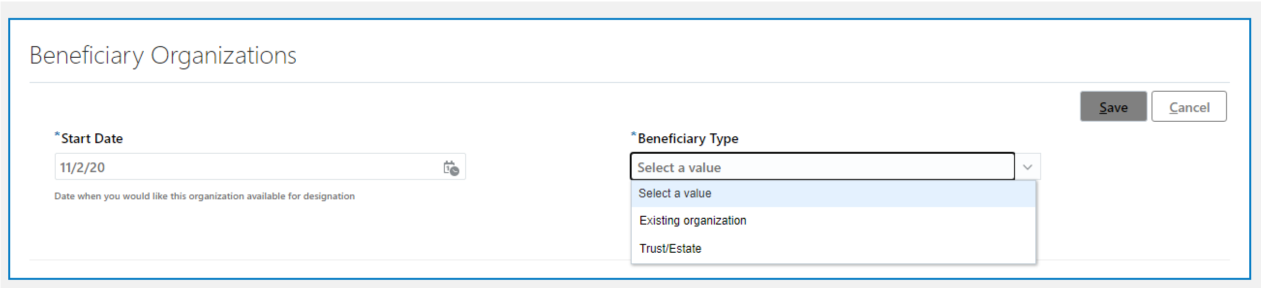



## Edit Beneficiary Organizations

1. Click “Beneficiary Organizations” on the bottom of the main “People to Cover” screen.




2. Click “+Add” to begin the steps to add a new Beneficiary.




3. Enter the Start Date in the appropriate format.

   a. Select the Beneficiary Type.

      i. If you are entering an Existing Organization:

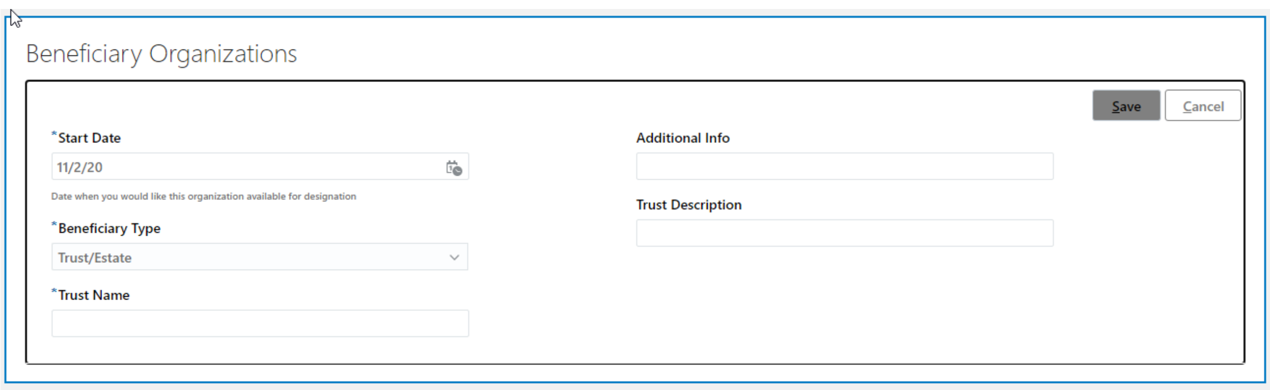
         1. Choose the Name from the drop-down menu displayed.

         2. Click “Save.”

   b. If you are entering a Trust/Estate:

         1. Enter information into the required fields.

         2. Click “Save.”




**Note:** If you wish to designate a contact as a beneficiary of your benefit elections, you must go through the Change Benefit Elections process to designate them as a beneficiary. *This can only occur during annual enrollment periods or when you report a life event*.