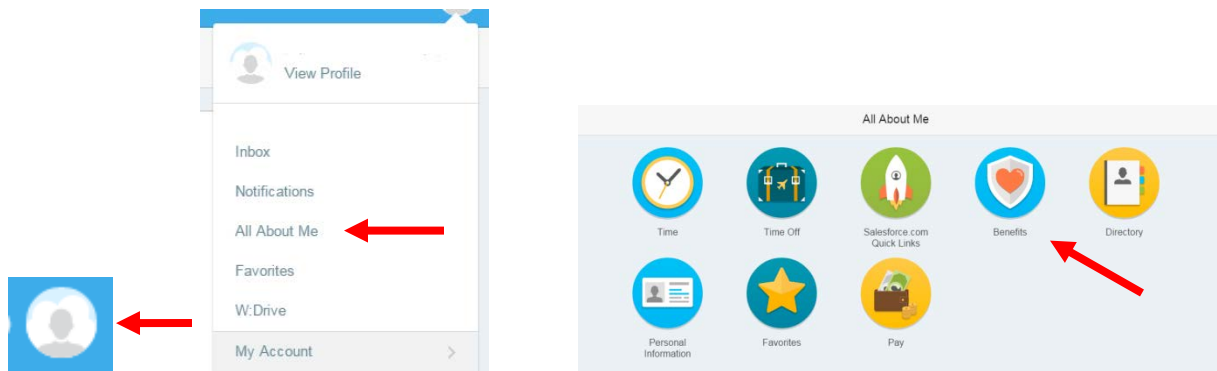


# Add Beneficiaries in Workday

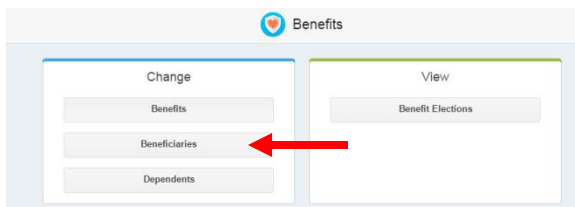
**Step 1:** Log in to [Workday](#) located in Aloha.




**Step 2:** Under “All About Me,” click on the Benefits icon.



**Step 3:** Click Benefits in the Change column.



**Step 4:** Click  at the top left corner of the screen.

**Step 5:** Select one of the options.

## Add Beneficiary

- Existing Dependent or Emergency Contact
- New Person as Beneficiary
- New Trust as Beneficiary

**Step 6:** Enter your beneficiary's general information, Legal Name, Contact Information and National ID. (Fill in all the \* red asterisks).

Use this page to add a beneficiary.

Relationship \*

Use as Beneficiary

Date of Birth

Age (empty)

Gender

Full-time Student

Student Status Start Date

Student Status End Date

Disabled

Allow Duplicate Name

**Legal Name** | Contact Information | National IDs

Country \*


Prefix

First Name \*

Middle Name

Last Name \*

Suffix

Don't forget to add the Social Security Number by clicking the  in the left-hand column.