

Overview

All LANS employees must designate at least one beneficiary for their insurance elections. This task is done using LANL Worker Self Service.

To complete this process online, you must have a CRYPTOCard and a Social Security Number for any beneficiary.

If you do not have a CRYPTOCard, please use LANL [Form 1938](#).

Preparation

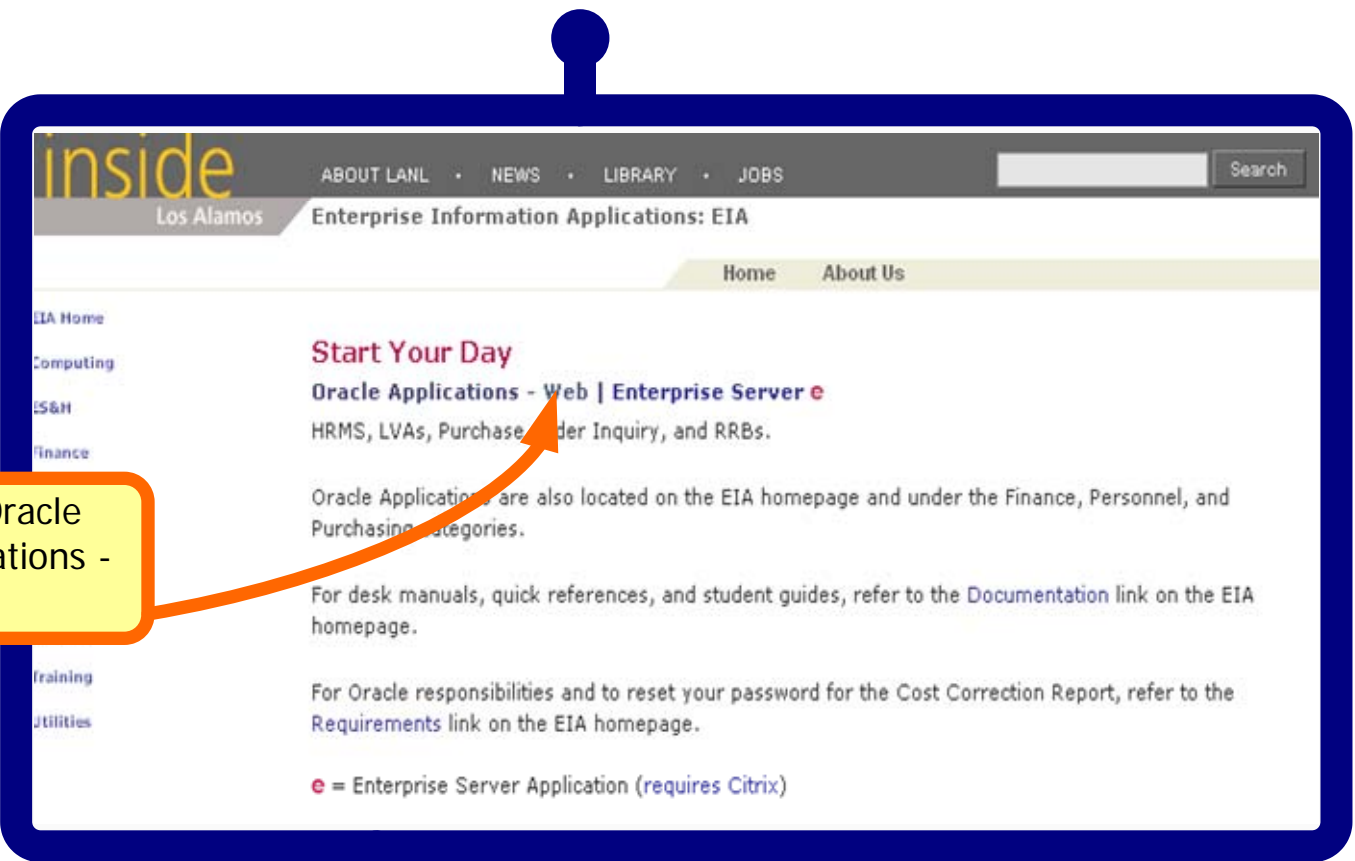
You will need the following critical pieces of information about each of your beneficiaries:

- 1) Relationship to you
- 2) Legal name
- 3) Address (if different from yours)
- 4) Social Security Number of any beneficiaries

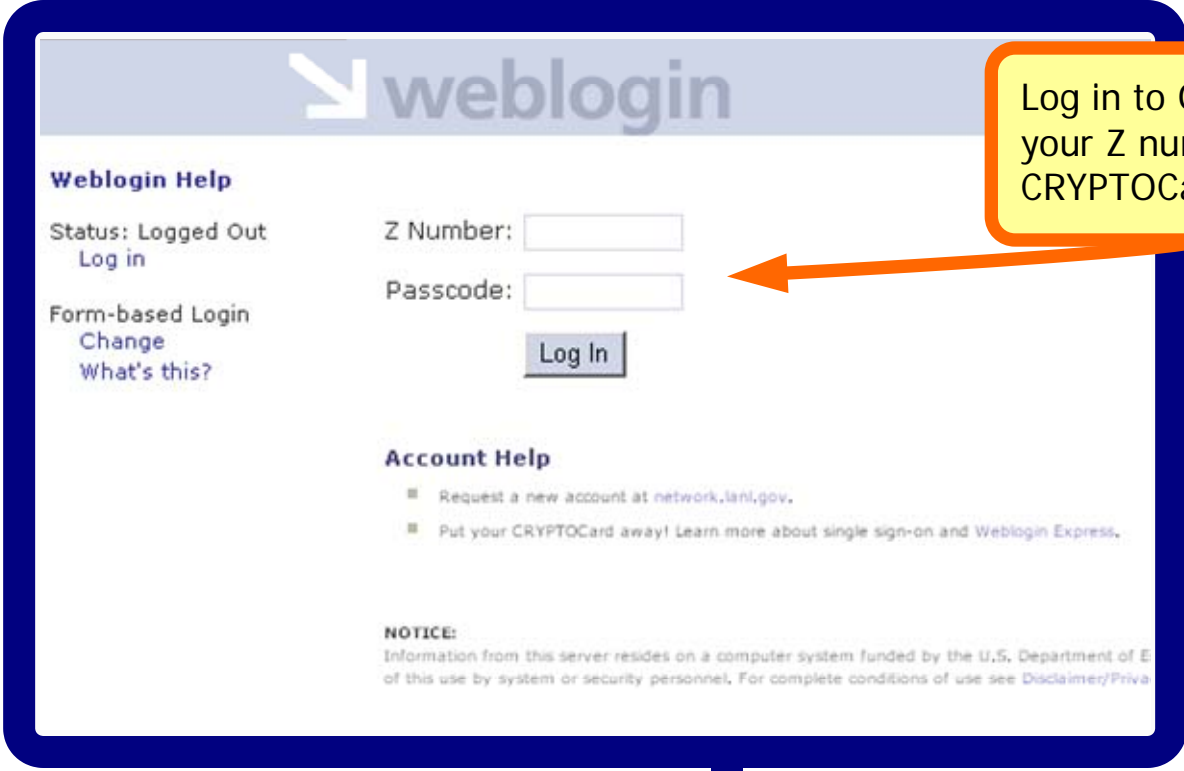
Log In

First, go to <http://startyourday.lanl.gov>.

1



Click Oracle Applications - Web



Log in to Oracle using your Z number and CRYPTOCard passcode.

ORACLE E-Business Suite Welcome

Favorites [Customize](#) **Worklist Po**
You have not selected any favorites. Please use the "Customize" link to set up your favorites. **From**
No data exists

Daily Business Intelligence [Customize](#)

Applications Navigator [Customize](#)

- [LANL HR Worklist](#)
- [LANL Worker Self Service](#)
- [Preferences SSWA](#)

Click the LANL Worker Self Service Link

ORACLE
E-Business Suite Home

- [LANL HR Worklist](#)
- [LANL Worker Self Service](#)
- [Preferences SSWA](#)

LANL Worker Self Service

- [Personal Information](#)
- [Change Location](#)
- [Education and Qualification](#)
- [My Information](#)
- [LANL Directory](#)
- [Benefits](#)

Finally, click the Benefits link.

[Home](#) | [Logout](#) | [Preferences](#) | [LANL](#)

Review Family Members and Others

Your beneficiaries are most likely to be family members or contacts, who may already be in the Oracle system.

On the current Benefits page, scroll to the bottom...

Name John Smith

LANL Benefits Site

Program LANL Full Benefits

Current Benefits

Please show me the benefits as of

Benefit Selections

Plan	Option	Coverage Start Date	Coverage	Pre Tax Cost	After Tax Cost
Medical - UHC EPO Pretax	Employee + Adult + Children	22-Aug-2006 <small>(example: 31-Dec-2000)</small>		183.22	0.00
Dental - Dental	Employee + Adult + Children	22-Aug-2006 <small>(example: 31-Dec-2000)</small>		0.00	0.00
Vision - Vision	Employee + Adult + Children	22-Aug-2006 <small>(example: 31-Dec-2000)</small>		0.00	0.00
Disability - Short Term Disability		22-Aug-2006 <small>(example: 31-Dec-2000)</small>		0.00	0.00
University Paid Life Insurance - Basic Life Insurance		22-Aug-2006 <small>(example: 31-Dec-2000)</small>	50,000.00	0.00	0.00
Supplemental Life Insurance - Supplemental Life Insurance	3x Compensation	22-Aug-2006 <small>(example: 31-Dec-2000)</small>	180,000.00	0.00	23.58
AD&D - AD&D	Modified Family \$70,000	22-Aug-2006 <small>(example: 31-Dec-2000)</small>	70,000.00	0.00	1.40
Business Travel Accident - Business Travel Accident Employee		22-Aug-2006 <small>(example: 31-Dec-2000)</small>	100,000.00	0.00	0.00
Total				183.22	24.98

Covered Dependents

Plan	Dependent	Relationship	Social Security Number
Medical - UHC EPO Pretax	Tammy Smith	Spouse	429-99-9999
	Joseph Smith	Child	444-99-6666
	Tamara Smith	Adopted Child	
Dental - Dental	Tammy Smith	Spouse	429-99-9999
	Joseph Smith	Child	444-99-6666
	Tamara Smith	Adopted Child	
Vision - Vision	Tammy Smith	Spouse	429-99-9999
	Joseph Smith	Child	444-99-6666
	Tamara Smith	Adopted Child	

...and click the Add Beneficiaries button.

Then review the list of people.

ORACLE Benefits

Name John Smith

Family Members and Others

Name	Relationship	Social Security Number	Birth Date
Sammy Smith	Spouse	429-99-9999	12-Feb-1965 <small>(example: 31-Dec-2000)</small>
Joseph Smith	Child	444-99-6666	14-Jun-1993 <small>(example: 31-Dec-2000)</small>
Samara Smith	Adopted Child		10-Apr-1999 <small>(example: 31-Dec-2000)</small>

[Add Another Person](#)
[Back](#)
[Designate Beneficiary](#)

[Logout](#)
[Preferences](#)
[LANL Directory](#)
[Privacy Statement](#)

If your beneficiaries are not listed, click here and proceed to Add a Beneficiary below. This will create a contact.

If your beneficiary's Social Security Number is not listed, please contact HR Benefits at 7-1806 to add the number. Please **do not** use the Add Another Person option.

If your beneficiaries are listed, click here and proceed to the Designate Beneficiaries section of this tutorial.

Add a Beneficiary

After clicking the Add Another Person link, add your new beneficiary by filling out the required fields, which are marked with blue asterisks. Use other fields as necessary.

Family Members and Others Details


Indicates required field

Name and Relationship

* Relationship

Click the Manually Designate Beneficiaries button/link if your beneficiaries have ever been LANL employees, or their SSN's complete the form.

[Manually Designate Beneficiary](#)

Relationship Start Date 
(example: 31-Dec-2000)

* First Name

Middle Name

* Last Name

Suffix

This is a name suffix that may follow the last name.

Note: If you would like to designate a trust, organization, or your estate as a beneficiary, click the Manually Designate Beneficiary button and complete the form.

Address

This person lives with me.
If you check the box above you don't need to fill in the address below

Type

Address Style

* Address Line 1

Address Line 2

Address Line 3

* City

State

* Zip Code

County

* Country

Telephone

Telephone2

If the person lives with you, click the "This person lives with me." check box.

Misc Information

* Social Security
(example: 123-45-6789)

Date of Birth
(example: 31-Dec-2000)

Gender

Marital Status

Note: After you type the city name and press Tab, the system displays a dialog box with one or more items. Click the radio button to the left of the correct city; then click the Select button. The system fills in State, County, and Country.

Second Medical Coverage

Click the Save button.

Repeat these steps for each new beneficiary you wish to add.

Note: If you get an error message saying the person's SSN may already exist in the system, please call 667-1806 for assistance.

Designate Beneficiaries

After you have reviewed or added your beneficiaries, you must designate the percentage of your benefits each person receives. To begin, click the Designate Beneficiaries button.

Primary % indicates who inherits when you die.

Contingent % indicates who inherits should your primary beneficiary die before you do.

In both cases, the percentages in each column must total 100%. If you assign 100% to one person in the Primary column, you cannot assign any percentage to that person in the Contingent column. You are not required to designate contingent beneficiaries. Only primary beneficiaries are required.

In the Primary % and Contingent % columns, type the percentage of benefits each person should receive.

Click the Recalculate button.

Then click the Submit button.

The screenshot shows the 'AD&D : AD&D Modified Family \$70,000' form. It features a table for 'Family Members and Others' with columns for Beneficiary, Relationship, Social Security Number, Primary %, and Contingent %. Below the table is an 'Organizations' section with a table for Organization Name, Primary %, and Contingent %. A 'Recalculate' button is located below the organizations table. A 'TIP' note states: 'Total Percentages for the plan must equal 100'. At the bottom right, there are 'Back' and 'Submit' buttons. Orange arrows point from the explanatory text boxes to the relevant fields and buttons on the form.

Beneficiary	Relationship	Social Security Number	Primary %	Contingent %
John Smith	Self	444-66-4466	0	0
Joseph Smith	Child	444-99-6666	0	50
Tamara Smith	Adopted Child		0	50
Tammy Smith	Spouse	429-99-9999	100	0

Organization Name	Primary %	Contingent %

Other Activities

If you need to update a beneficiary's information, please contact the HR Service Center at 7-1806 or **benefits@lanl.gov**. Please do not send Social Security Numbers through electronic mail.

If you need to designate a legal entity (e.g. a trust or organization) as a beneficiary, please use the Manually Designate Beneficiaries form (LANL [Form 1938](#)).

Need more help? Contact the EIA Consultants at **eiaconsult@lanl.gov** or 5-4444, option 2.