

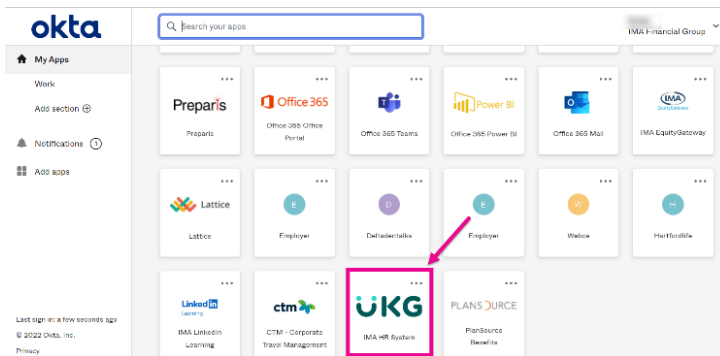
# IMA How to Update Your Beneficiary in UKG

To complete a beneficiary change in UKG:

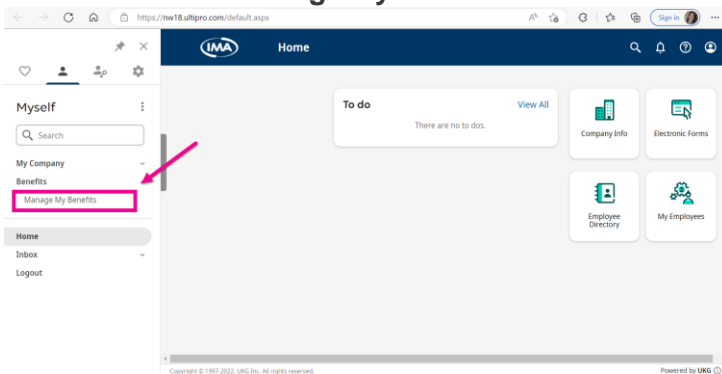
1. Go to IMA Central and select **Okta**



2. Login to Okta and select the **UKG** icon.

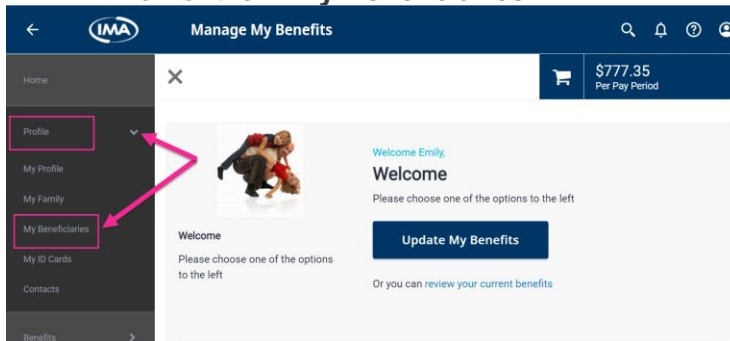


3. Select Benefits > **Manage My Benefits**.

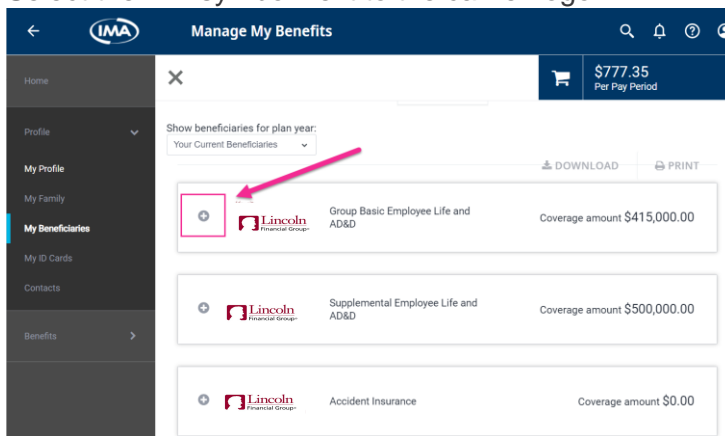


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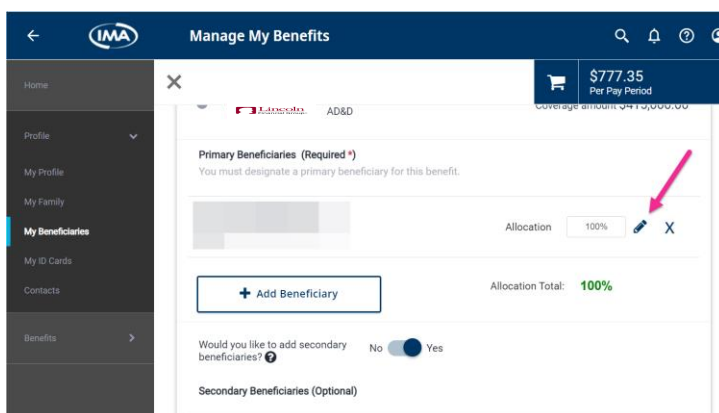
## 4. Select “Profile” then “My Beneficiaries”



## 5. Select the “+” symbol next to the carrier logo.

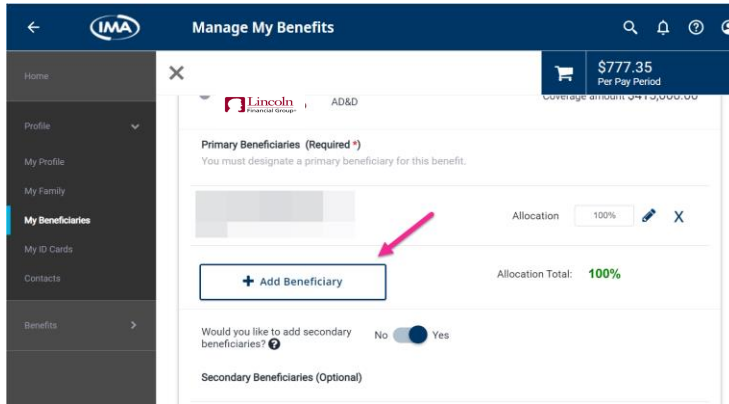


6. Your current beneficiaries will appear. Select the “Pencil” symbol to edit your beneficiary and enter the required information. Required information will be marked with a \*. You may add multiple primary beneficiaries. The allocation between all primary beneficiaries must total 100%. Be sure to select update after updating your beneficiary.

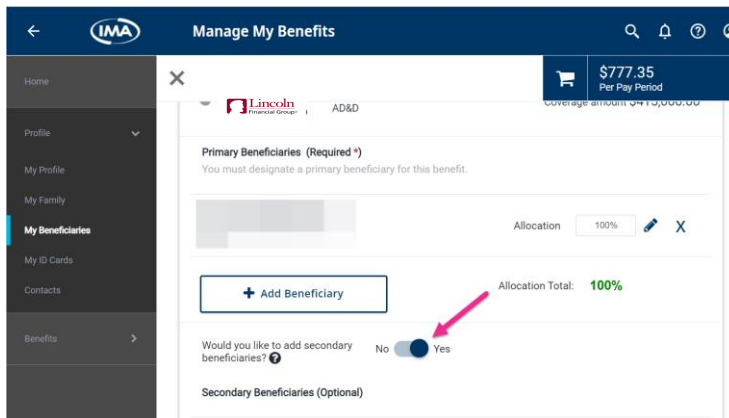


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7. If you would like to add a new beneficiary, select the box that says “+ Add Beneficiary” and enter the required information. Required information will be marked with a \*. After adding your beneficiary, be sure to hit add at the bottom of the screen to save your changes.



8. If you would like to add a secondary beneficiary, meaning the primary beneficiary has passed away, the benefit payout would be made payable to the secondary beneficiary. Slide the bar to “Yes” and enter the required information. Required information will be marked with a \*.



Should you wish to view, add or edit your **IMA 401(k) beneficiary**, please login to [empowermyretirement.com](https://empowermyretirement.com).

To add, edit or update your HSA beneficiary, please login to [healthequity.com](https://healthequity.com).