



METLIFE LIFE INSURANCE

How To Update Your Beneficiary Designation

Life insurance is one of the many valuable benefits provided to you by Miami-Dade County Public Schools (M-DCPS). This benefit enables you to plan for the future and provide security for your family.

Life Insurance can:

- Cover your family's needs if you are not there, including food, bills and debt.
- Help pay for your children's education.
- Help ensure your family stays in their home.
- Help take care of those who depend on you.
- Help provide financial stability for your family.

M-DCPS strongly encourages all employees to review their current designated beneficiary on record. Below are the directions to access your information through the Employee Portal.

1. Login to Employee Portal
2. Click on SAP/ERP Icon
3. Click on Employee Self Service Tab
4. Click on Benefits Tab
5. Dependents/Beneficiary Tab (*This is where you verify or create new beneficiary*). Please note: you are not able to delete records from SAP.
6. **Anytime Enrollment** Tab (*This is where you designate percentages for the beneficiaries.*)
7. **Click Enroll or Change**
Each plan (*Sick/Vacation, Voluntary Life, Accidental Death & Dismemberment, Basic Life and/or Optional Life*) requires that you designate percentage for your beneficiaries.
8. Click on **Select Beneficiaries**
9. Once all plans have been edited, click on **Review Enrollment**
10. Click **Submit** and a completed step screen appears when all changes are accepted. Upon completion, click on Exit.

For additional assistance regarding accessing and updating beneficiary information, please contact Ms. Rosa Burnett, On-Site MetLife Representative, at 305-995-7029.

NOTE: You are not able to delete records from SAP; however, you are able to designate an individual you wish to remove as a beneficiary by selecting zero percent (This will make them ineligible to receive any proceeds).