NYIT Self-Service Application
Changing Life Insurance Beneficiaries

The NYIT Self-Service Application gives employees access to view and change certain Benefits data. **Benefits information which can be changed includes Life Insurance beneficiary designations.** Other benefits can be changed as well but only during NYIT’s Open Enrollment period. Changes made through this application will change the employee’s NYIT Personnel Record in Human Resources.

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**NYIT Self Service Applications → Benefits → Dependents and Beneficiaries**

From the Self Service menu choose ‘Benefits’

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1. The **Dependents and Beneficiaries** page will appear with a list of the employee's current beneficiaries and dependents. If you are interested in adding, removing or updating a beneficiary information on this screen, you must contact Human Resources at 516-686-7668 or humanresources@nyit.edu.

2. Choose NEXT from the Dependents and Beneficiaries page.
   - **If you are not** enrolled in or eligible for NYIT benefits, you will be brought to the following screen. **If you are eligible for NYIT benefits but are not currently enrolled**, please contact Human Resources at the number or email address in step 1.
• If you are currently enrolled in an NYIT Active Benefits Program, you will be asked to select the program you want to update.

3. From this page, you must be in the ‘Current Benefits’ tab to change beneficiaries.

4. When you click ‘Update Beneficiaries’, you will be brought back to the Dependents and Beneficiaries screen. Since this step has to be performed by HR, click NEXT.
5. From the Update Beneficiaries screen you can change the percentages associated with each beneficiary and also designate them as either a primary or contingent (secondary) beneficiary.

6. Once your beneficiary elections are complete, click on the recalculate button – the total of either the primary or contingent percentages must equal 0% or 100%; if they do not, you will receive an error and be unable to advance to the next step.

Also, if you have changed the status of a beneficiary, you may get an error if that new status severs the relationship required to designate them as a beneficiary. Below are two potential error messages.
If you are satisfied with your changes, click NEXT to review the confirmation screen below. In general, 'Warnings' do not prevent you from proceeding with your enrollment changes. You should ignore the Warning messages for one of two reasons: 1. You have already performed the 'optional action items' listed and/or 2. The action item required is unrelated to the change you just completed. If necessary, contact HR contact Human Resources at the number or email address in step 1.

7. Determine if you want to go ‘Back’ to revisit your changes, create a ‘Printable Page’, produce a ‘Confirmation Statement’ or ‘Finish’ your work.

8. When you click on ‘Printable Page’ you will get the page below which you can print for your records – open the FILE window to get print options.
9. When you click on ‘Confirmation Statement’ you get the prompt below to OPEN or SAVE the PDF document.

10. If you want to save it to your computer for later access, choose ‘Save’. If you choose ‘Open’, the PDF document, NYIT Benefits Confirmation & Summary, will appear – you can keep this statement for your records.
11. If you click ‘Finish’, you’ll get the summary of your current benefits. **Note:** when you choose ‘Finish’ then click NEXT, you will be at the beginning of the process where you ‘Change Program’ or ‘Update Benefits’—choosing this option will not allow you to access the ‘Confirmation Statement’ above.