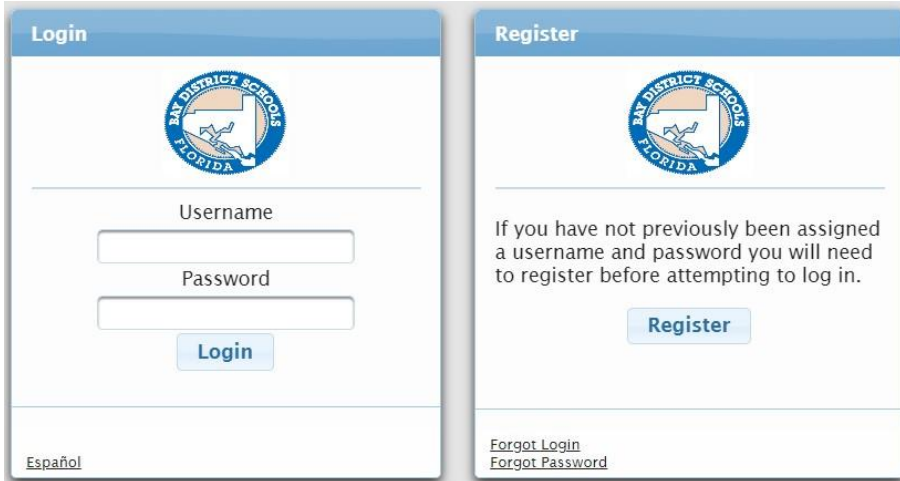


# How to Update Your Life Insurance Beneficiary

**NOTE: This does not update your Beneficiary with FRS. You will need to call FRS at 1-866-446-9377**

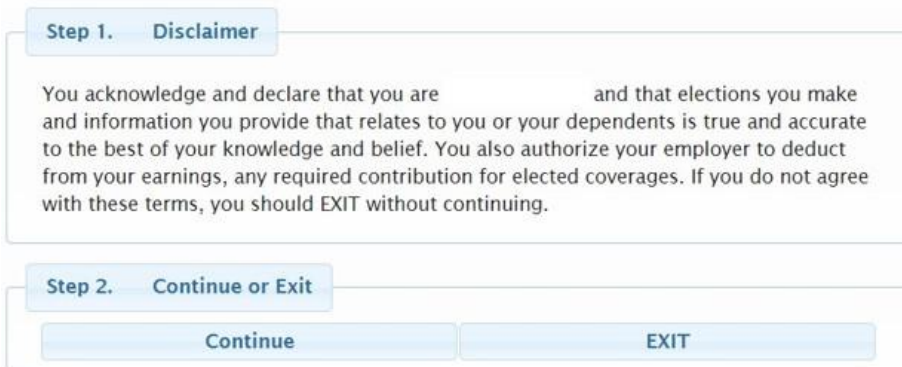
Benefit Connector: <https://baycountyschools.benefitconnector.com/index.xhtml>

1) Click Log in or Register on the Homepage.



The image shows two side-by-side panels from the Benefit Connector website. The left panel is titled 'Login' and features the Bay District Schools Florida logo at the top. Below the logo are two input fields labeled 'Username' and 'Password', followed by a blue 'Login' button. At the bottom left of the panel is a link for 'Español'. The right panel is titled 'Register' and also features the Bay District Schools Florida logo. Below the logo is a paragraph of text: 'If you have not previously been assigned a username and password you will need to register before attempting to log in.' Below this text is a blue 'Register' button. At the bottom of the panel are two links: 'Forgot Login' and 'Forgot Password'.

2) Verify that your name is indicated in the Disclaimer. If so, Click Continue.



The image shows two steps of a process. Step 1 is titled 'Disclaimer' and contains a paragraph of text: 'You acknowledge and declare that you are \_\_\_\_\_ and that elections you make and information you provide that relates to you or your dependents is true and accurate to the best of your knowledge and belief. You also authorize your employer to deduct from your earnings, any required contribution for elected coverages. If you do not agree with these terms, you should EXIT without continuing.' Step 2 is titled 'Continue or Exit' and contains two buttons: 'Continue' and 'EXIT'.

3) On the Start Enrollment screen, look at the top left side and click on My Current Benefits.



The image shows a screenshot of the 'Start Enrollment' screen. At the top left, there is a navigation menu with three items: 'My Info', 'My Family', and 'My Current Benefits', which is highlighted with a red box. Below the navigation menu is the Bay District Schools Florida logo. The main heading is 'Welcome to Your Benefits Open Enrollment 2024!'. Below this is a red link: 'Click on 'Start Enrollment' above to begin your enrollment'. The text continues: 'Dear fellow employees, I take this opportunity to encourage you to review and take advantage of the extensive benefits package available to you. This year's options have been carefully reviewed and are made available to provide optional coverage for our employees and their families. Additionally, in an effort to leverage technology and extend convenience for all of our employees, you will be able to make your elections (coverage choices), confirm your selected benefits and obtain other helpful information from any computer. As your enrollment is time sensitive, I encourage you to make your elections as soon as practical. Should you have questions, feel free to contact our Insurance Department. In closing, I thank you for choosing to be a part of Bay District Schools. Your commitment and efforts will certainly assist in achieving academic excellence for all of our students. Sincerely, Mark McQueen, Superintendent of Schools'.

4) Under Beneficiary, Click on Edit Beneficiary

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Beneficiary  
Edit Beneficiary

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5) Enter Beneficiary Information and click on Save at the bottom.