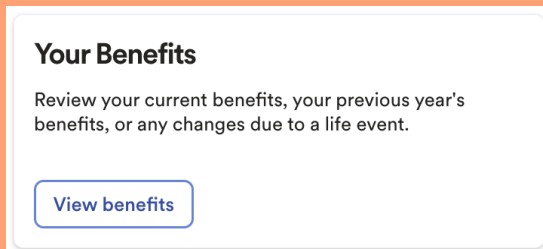
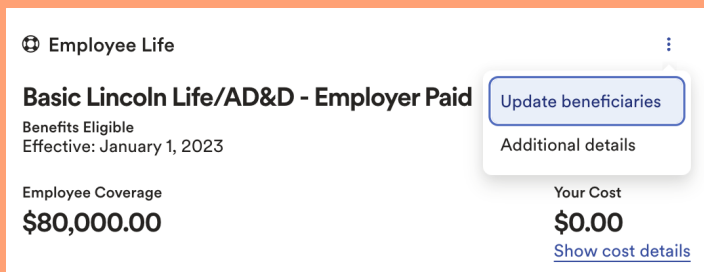


# How to Change an Existing Beneficiary

1. Log into [ADP Workforce Now](#)
2. Select “Myself” in the top menu, under “Benefits” select “Enrollments”
3. Select “View Benefits”



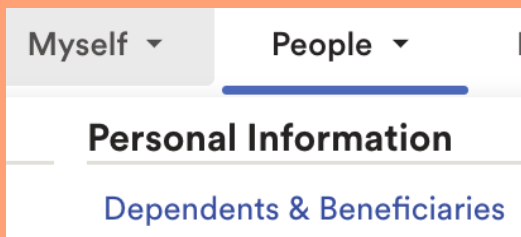
4. Click the 3-dots on the far right hand side of your enrollment, select “Update Beneficiary” to update beneficiaries or see additional details



5. Once the edit screen appears, make the necessary changes to the percentage or beneficiary and click save

# How To Add a New Beneficiary

1. Log into ADP Workforce Now
2. Select “Myself” in the top menu, under “Personal Information” select “Dependents & Beneficiaries”



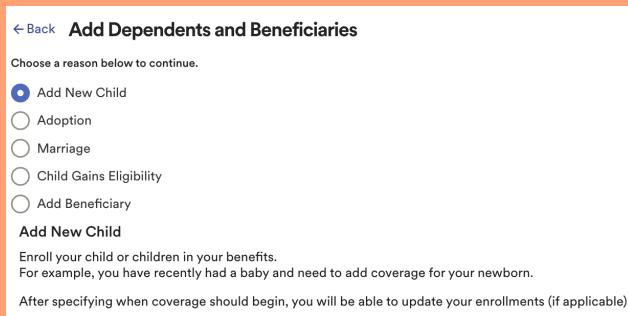
3. Select “Add Dependent or Beneficiary” to proceed

## Dependents & Beneficiaries

You can edit or add new dependents and beneficiaries as needed.

[+ Add dependent or beneficiary](#)

4. Choose from the reasons as shown below 'Add Beneficiary', then select 'Person' or 'Organization'. Then click CONTINUE.



[← Back](#) **Add Dependents and Beneficiaries**

Choose a reason below to continue.

- Add New Child
- Adoption
- Marriage
- Child Gains Eligibility
- Add Beneficiary

**Add New Child**

Enroll your child or children in your benefits.  
For example, you have recently had a baby and need to add coverage for your newborn.

After specifying when coverage should begin, you will be able to update your enrollments (if applicable).

5. Next, the details screen will appear where you will need to fill out the requested basic information for the individual or entity that you are adding.
6. Once completed, please click CONTINUE. Once you click CONTINUE you will see the 'submitted successfully' screen.

Should you have any questions or need assistance, [enter a Benefits ticket in the People Service desk](#).