

Updating Beneficiaries in My UT Benefits

If you have beneficiaries for Life or Accidental Death and Dismemberment insurance on file with the vendor Blue Cross and Blue Shield (formerly known as Dearborn National), they still have the beneficiary information on file and would use that information in the case of a claim. If you do not know the status of your beneficiary information with the vendor, you may contact them at 1-866-628-2606 to confirm that information.

The beneficiary information previously submitted in the vendor's system is not available for you to view or update in the new My UT Benefits system. In order to view, monitor, and update your beneficiary information now and going forward, please update your beneficiary information in My UT Benefits.

Go to Managing Your UT Benefits at utbenefits.link/manage and select the correct link to log in to the My UT Benefits platform:

Managing your UT Benefits



My UT Benefits Login

Employee Benefits

Insurance

Active Employee Insurance

Retired Employee Insurance

UT CONNECT Medical

UT Health Network

All UT Institutions

(except UT Austin)

Active Employee Login

Retired Employee Login

UT Austin

(only)

UT Austin Active & Retired Employee Login

Once logged in, Click on *Get Started*

Welcome to My UT Benefits and A Please elect your benefits for the

My UT Benefits allows you to change benefit elections and add 1 effective date.



Outside of Annual Enrollment, you may make changes to your dependent through birth or adoption, or a gain or loss of other "Change Current Benefits" button below. If you have questions

You may also log in at any time to view your current coverage, please click on Benefits on the left navigation, go to the benefit

By making enrollment elections in the My UT Benefits enrollment with the UT System Uniform Group Insurance Program rules at best of your knowledge; and, that you have read and understood

Get started >

Go to a benefit for which beneficiary designations apply (Employee/Retiree life or AD&D). See the Beneficiaries line and click on *Add* (if you have no beneficiary on file), *Edit* to change or *Show Details* to view current designations.


| | |
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|  <h3>Your Voluntary Life coverage</h3> <p>Voluntary Group Term Life (VGTL) 2019-20</p> <p>Coverage Amount: \$195,000.00 (3 x salary up to \$2,000,000.00)</p> <p>Effective Date: 09/01/2019</p> <p>Persons Covered: Jane Doe</p> <p>Beneficiaries: Add</p> <hr/> <p>Edit coverage Show Plan Details ▾</p> |  <h3>Life</h3> <h4>Basic Life 2019-20</h4> <p>Coverage Amount: \$40,000.00</p> <p>Effective Date: 09/01/2019</p> <p>You Pay: \$0.00 per month</p> <hr/> <p>Beneficiaries Edit</p> <p>Show details ▾</p> <hr/> <p>Plan Documents ▾ Edit to Change Benefit</p> |
|--|--|

If you select Add or Edit, a new screen will open, and you will click *Add Beneficiary**

While your beneficiary information may be on file with our current insurance vendor, you are encouraged to update it in the enhanced My UT Benefits platform for fast and easy online beneficiary management.

[Add Beneficiary](#)

The system will take you through several screens to make the updates:



Life: Beneficiary information

Beneficiary type?

Please Note:
A beneficiary is a person, organization, trust, or estate designated by the certificate holder to receive proceeds from a policy when the certificate holder becomes deceased. You will be able to name multiple persons, organizations and/or trusts as primary and/or secondary beneficiaries and designate allocation percentages for each.

Person

Organization

Trust

[Next](#)

[Previous](#)

[Cancel](#)

If you already have dependents in the system, you can select one of them or you can choose *Enter New Beneficiary*

Life: Beneficiary information

Please choose an existing dependent if applicable, otherwise click next to enter a new beneficiary.

Enter New beneficiary

Dependents Eligible To Be Used As Beneficiaries

| Use | Name | Relationship | Date of Birth |
|-----------------------|----------|--------------|---------------|
| <input type="radio"/> | John Doe | Spouse | 1/1/1980 |
| <input type="radio"/> | Jane Doe | Child | 12/31/1999 |

Next

Previous

Cancel

***IMPORTANT:** If you are married and are designating someone other than your spouse as your primary beneficiary, you must complete and have your spouse sign the document in the Beneficiary Designation Form link and send it to the vendor at the contact information provided on the form.