

# **The Maryland-National Capital Park and Planning Commission**

## **Group Life Insurance**

### **Designating Your Beneficiaries Using Employee Self Service (ESS)**

Use ESS at **any time throughout the year** to view the benefit plans in which you are currently enrolled and to designate or change your beneficiaries for the Group Life Insurance AD&D, Basic Life and Supplement Life Plans. The ESS module is in the Enterprise Resource Planning (ERP) system. The ERP system is accessed by clicking on the ERP System link on Insite. If you have problems accessing Insite or ESS, please contact your Department IT Help Desk.

#### **For Prince George's County Planning:**

To open a ticket, send email to [PPD.HELPDESK@ppd.mncppc.org](mailto:PPD.HELPDESK@ppd.mncppc.org)

#### **For Central Administrative Services:**

Create a ticket on [ONPOINT Service Desk](#) at or call 301-454-1040.

#### **For Prince George's County Parks & Recreation:**

Send an email to [itchelpdesk@pgparks.com](mailto:itchelpdesk@pgparks.com)

or call 301-454-1515

#### **For Montgomery County Parks and Planning:**

Send an email to [mcp-help@mncppc-mc.org](mailto:mcp-help@mncppc-mc.org)

or call 301-495-2570

### **Important**

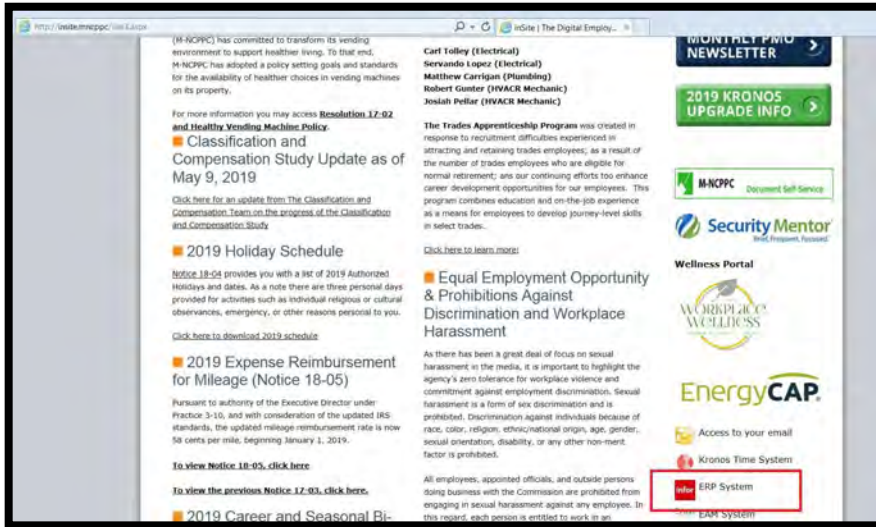
Please note that you will have the capability to view other features of ess as well.

This guide we will focus on designating beneficiaries for the group life insurance plans: AD&D, Basic life and Supplemental life. (you are the beneficiary for the spouse/dependent life insurance plan.)

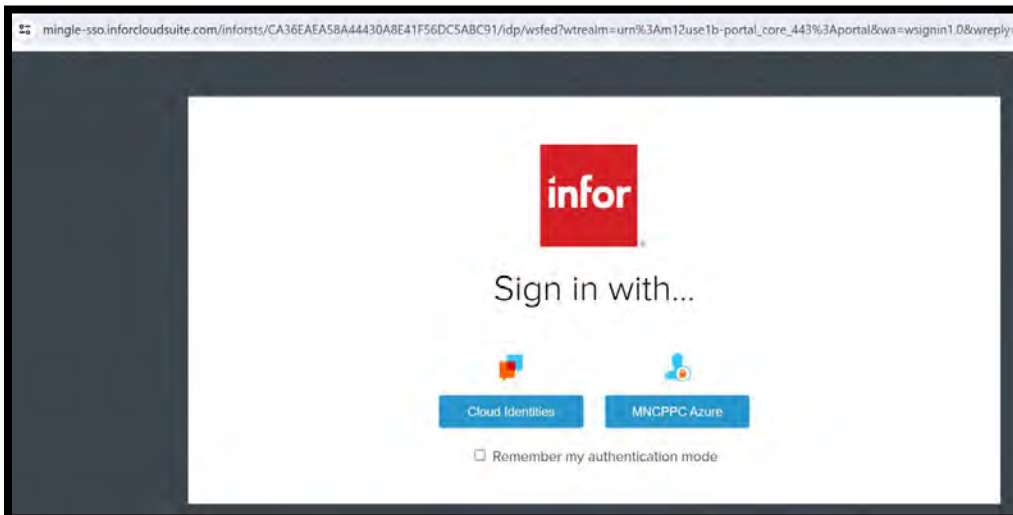
If you have any questions, concerning the Designation of Beneficiaries, contact the Health & Benefits Office [benefits@mncppc.org](mailto:benefits@mncppc.org) or 301-454-1694

**Step 1** Open Insite by typing <http://insite.mncppc> in the browser

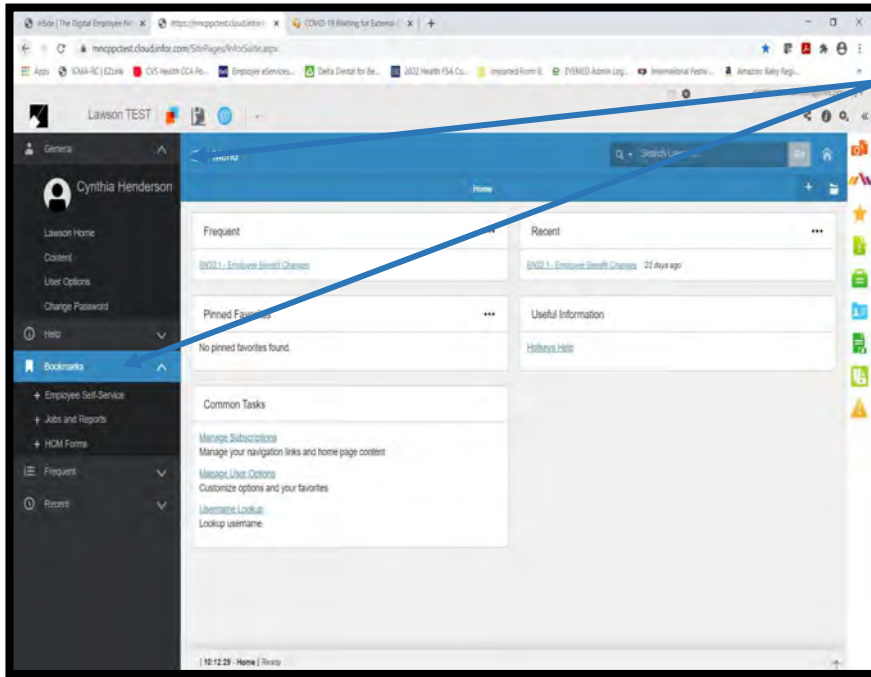
**Step 2 :** Click on the ERP System icon as shown in the figure below



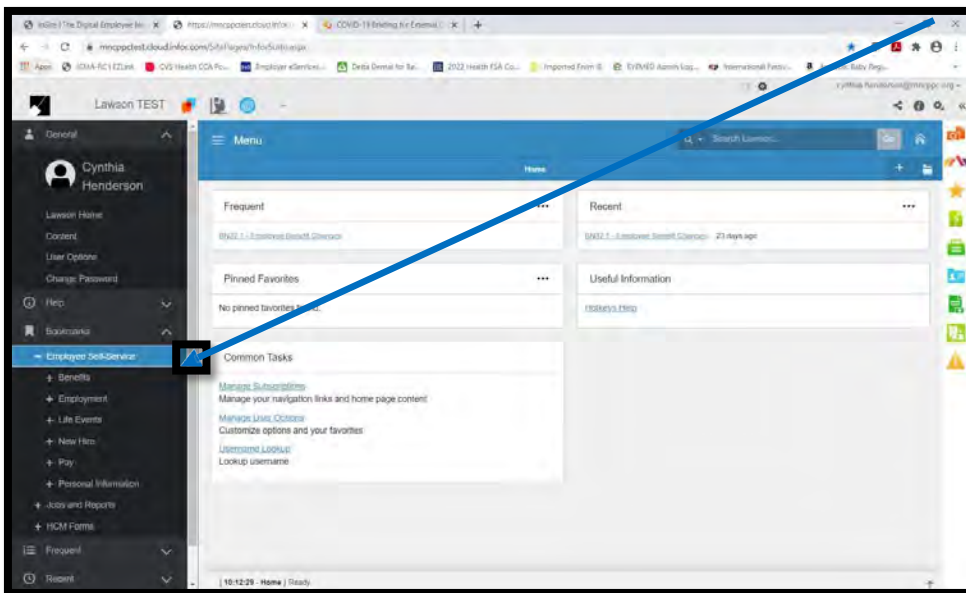
**Step 3 :** Click on MNCPPC Azure



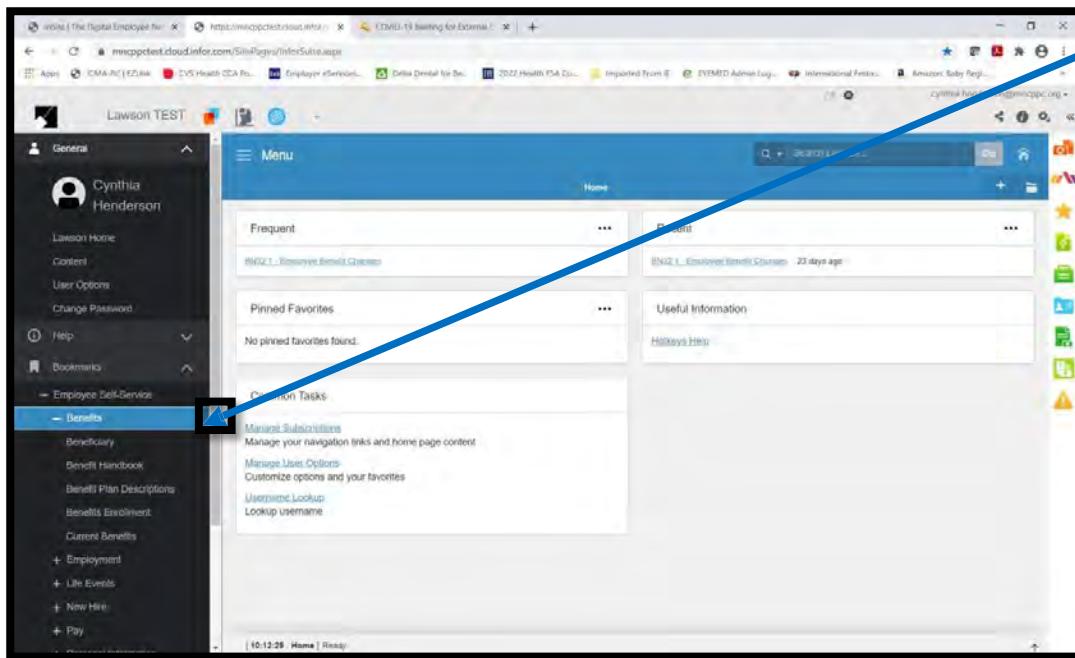
**Step 4 :** Now you will be on the **Menu** Page. Click on **Bookmarks**.



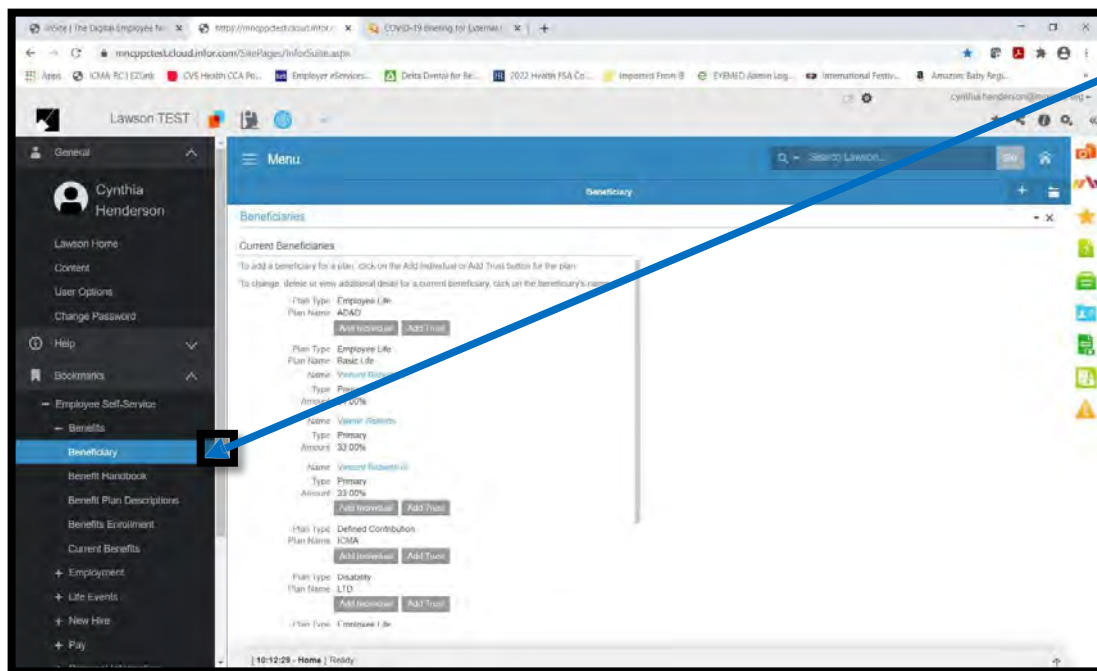
**Step 5 :** Click on **Employee Self-Service**. You may see different bookmarks (listing and order) depending upon your access and work programs.



**Step 6 : Click on Benefits:**

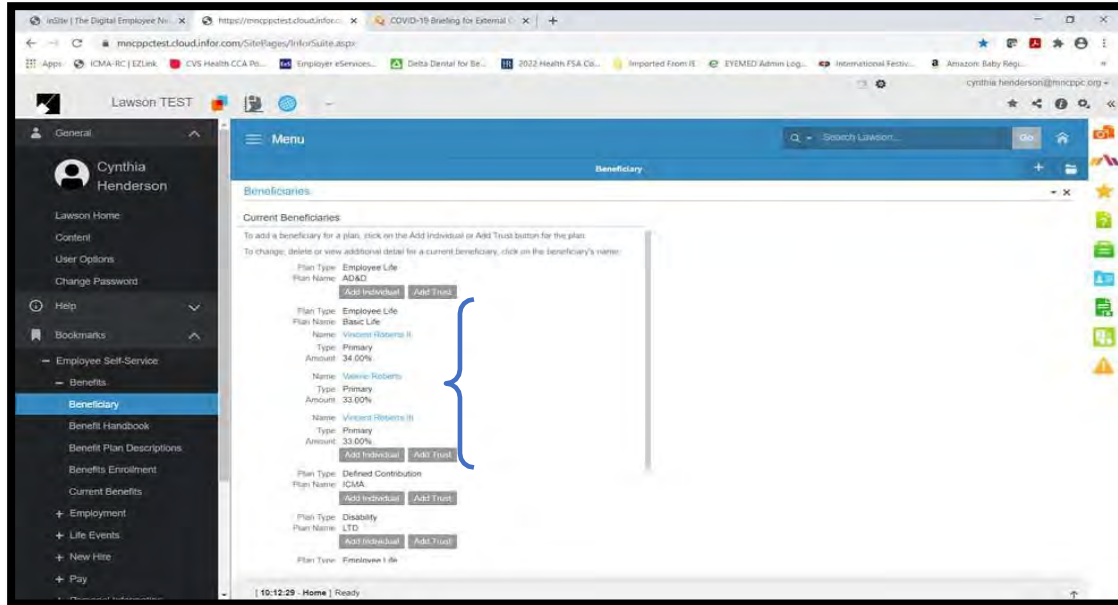


**Step 7 : Click on Beneficiary to open the Beneficiary page.**



## View Current Beneficiaries

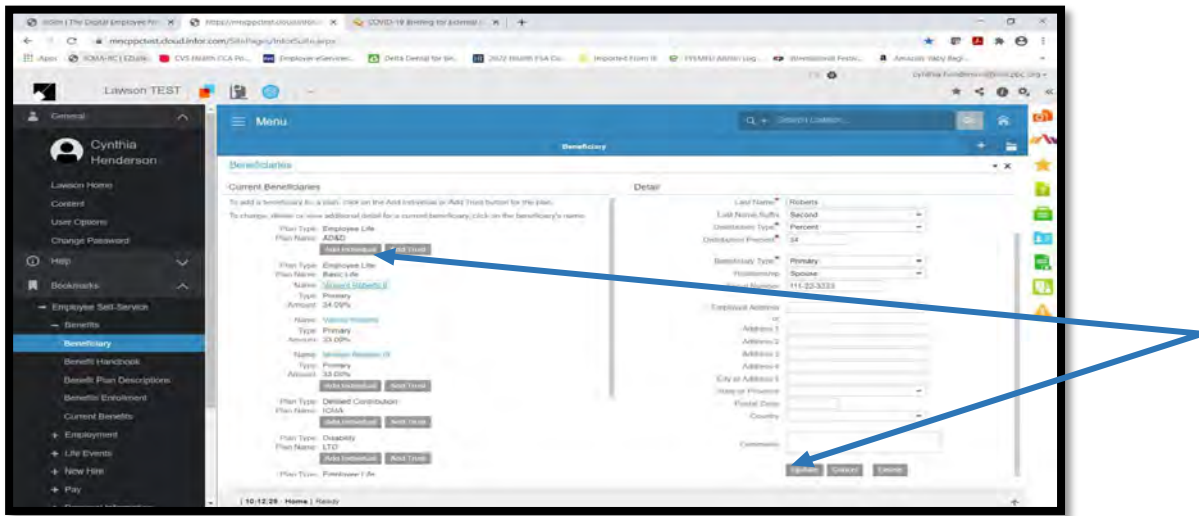
On the Beneficiary page you may View Current Beneficiaries and/or Update your Beneficiary Designations.



**Update Beneficiaries** - Add Individual or Trust as a beneficiary. Also delete or change beneficiary information.

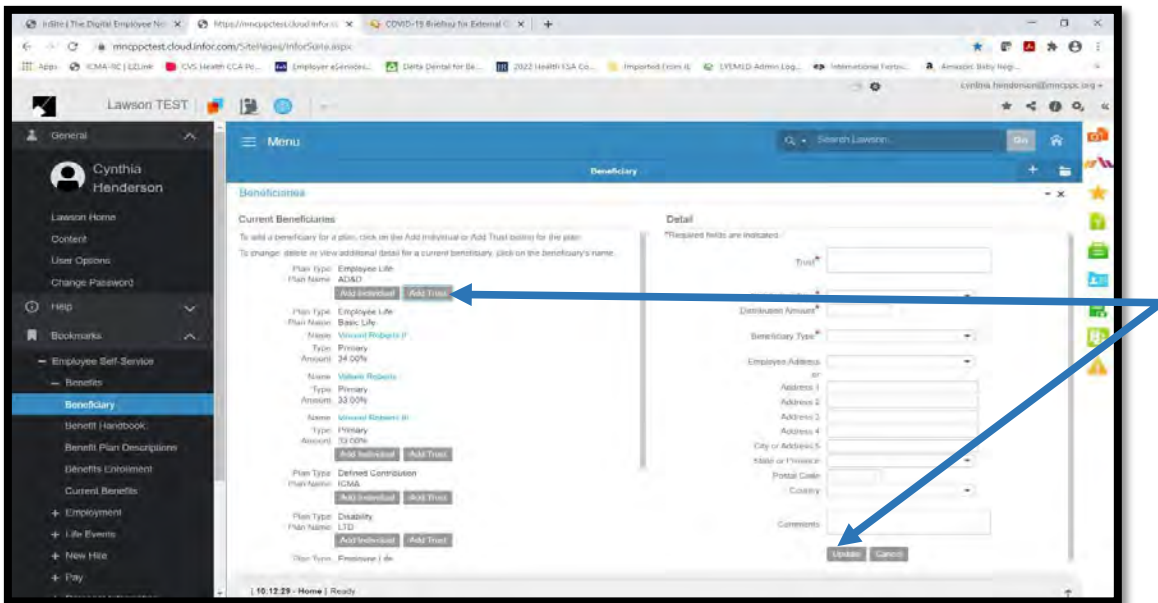
**Add Individual As Beneficiary** -

Click **Add Individual**. In the **Detail** pane on the right; at minimum complete required fields that have a star (\*). When complete, click on **Update** at the bottom of the **Detail** pane.



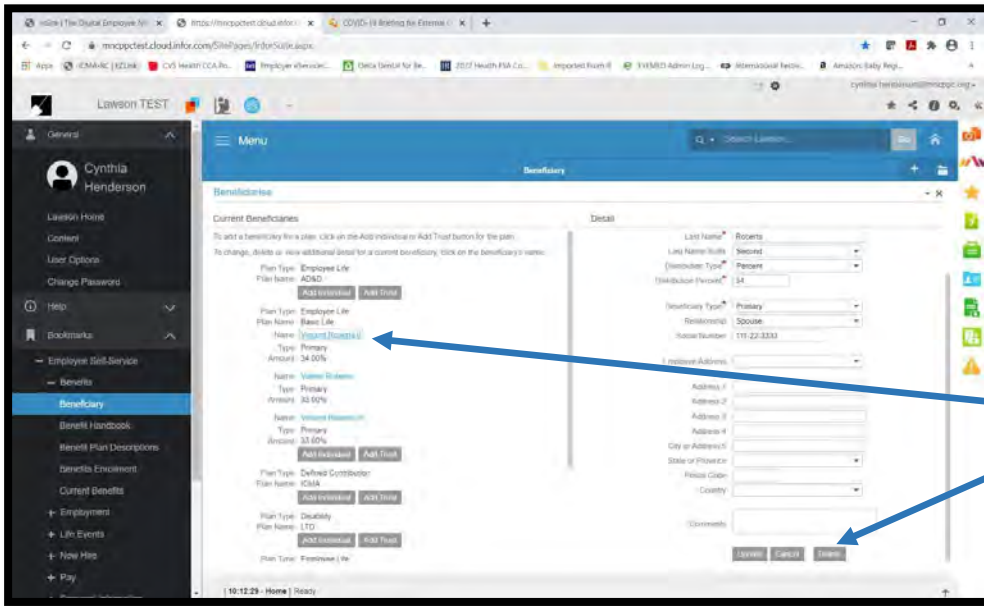
**Add A Trust as a Beneficiary**

Click **Add Trust**. In the **Detail** pane on the right; at minimum complete required fields \*. When complete, click on **Update** at the bottom of the **Detail** pane.



## Delete Beneficiary –

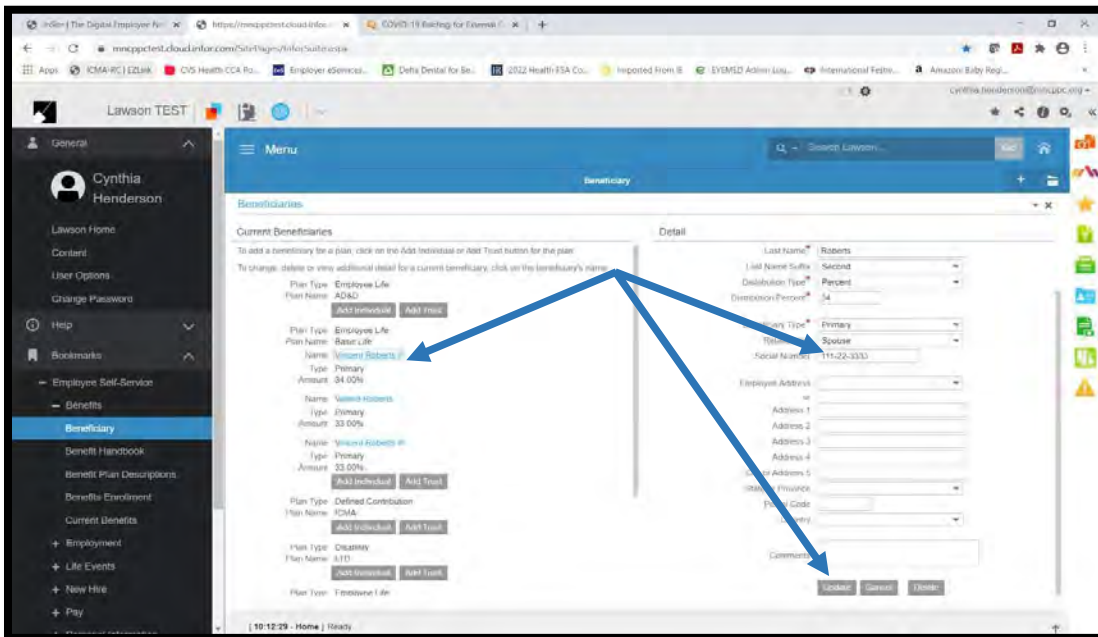
Click on **Name of Beneficiary**. Next click on **Delete** at the bottom of the **Detail** pane.



**Change Beneficiary Detail Information** in Detail pane on the right.

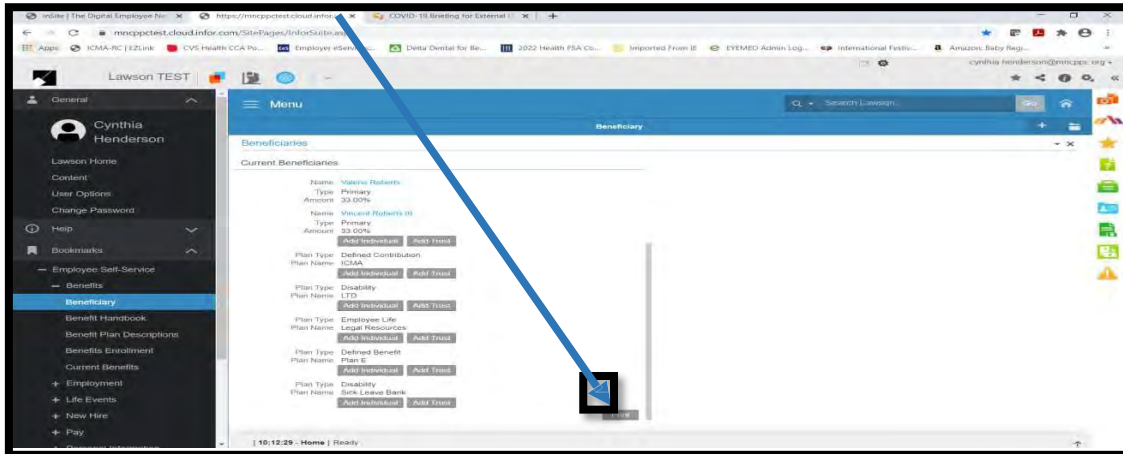
Click on **Name of Beneficiary** and change the **Detail information**.

When complete, click **Update** at the bottom of the **Detail** pane.



## Other Things To Know

You can **PRINT** your beneficiary designations at any time. Click on the **Print** button to the right of the end of the list of Current Beneficiaries.



You may Add/Delete Individuals or Trusts as beneficiaries or make Changes **ONLY** for the following Plans: AD&D, Basic Life and Supplemental Life. (Remember: You are the beneficiary for Spouse/Dependent Life.

