

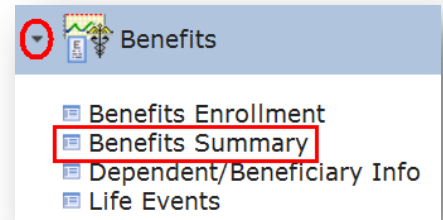
Using Employee Self Service allows the Getty to store and make accessible all of your information in one place. Please ensure our records are current and in the system by verifying/updating your Beneficiary Designations and Emergency Contacts.

Designating Beneficiaries

All Getty employees participate in Getty Group Life insurance. Some also participate in Voluntary Life insurance and/or Voluntary AD&D coverage. It is important that you designate beneficiaries for your coverage. You may add and designate beneficiaries online, in Employee Self Service, at any time, by following the steps illustrated below.

Creating and Designating Beneficiaries

1. Log in to ESS, and select **Benefits > Benefits Summary**. When your summary page displays, click the hyperlink (**Life, Voluntary Life, or Voluntary AD and D**) that you wish to review.



These are the three plans for which you must designate beneficiaries.

Designating beneficiaries under **Life** applies to all your Getty group life policies -- Life, AD&D, and Travel Accident. Voluntary Life and Voluntary AD&D have separate beneficiary designations.

Benefits Summary
Oberyn Smith
To view your benefits as of another date, enter the date and select Go.
01/07/2015 Go

Type of Benefit	Plan Description	Coverage or Participation
Medical	UHC Signature Value Plan	Employee Only
Dental	MetLife Dental	Employee Only
Vision	VSP Vision	Employee Only
Life	Group Life Insurance	Salary X 2
Voluntary Life	Voluntary Life Employee \$300K	\$300,000
AD and D	Accidental Death/Dismemberment	Salary X 2 + 0
Travel Accident	Travel Accident	Salary X 3 + 0
Voluntary AD and D	Voluntary AD&D Employee \$500K	\$500,000
Long-Term Disability	Long Term Disability	60% of Salary
403(b) W/ Match	Employee Investment Plan	5% Before Tax
Sick	Sick Leave	-----
Vacation	Vacation - Exempt 76 Stdhrs	-----
Personal	Personal Leave	-----
Flex Spending Health	FSA - Health Care	\$700 Pledge

2. Click **Edit**.

Covered Beneficiaries
Beneficiary designations for the Group Life plan apply to Group Life, AD&D, and Travel Accident insurance plans. Voluntary Life and Voluntary AD&D have separate beneficiary designations. Select Edit to change your current beneficiary allocations. Select the beneficiary's name to edit the individual's personal information.

Dep/Ben Coverage Details

Name	Relationship	Primary Allocation	Secondary Allocation
Smith,Allison	Child	50%	
Smith,Jason L.	Child	50%	

Edit

3. On the page that appears, you may either:
 - Click the **Add a New Beneficiary** button to add one or more dependents/beneficiaries, or
 - Enter percentage amounts into the **New Primary Allocation** or **New Secondary Allocation** fields (for listed beneficiaries, if you have any).

To change the allocations for your current beneficiaries, enter a percent for each beneficiary. All percents for Primary beneficiaries must total 100. All percents for Secondary beneficiaries (if any) must also total 100. An individual cannot be both a primary and a secondary beneficiary.

To add a new beneficiary, use the Add a New Beneficiary button.

Allocation Details

	Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
<input type="checkbox"/>	Allison Smith	Child			<input type="text"/>	<input type="text"/>

To add additional beneficiaries

To allocate amounts to listed beneficiaries

Acknowledgment
 I understand that (1) this beneficiary designation will be effective on 01/05/2015 and supersedes any previous designations submitted online or in paper form; (2) a beneficiary designation generally remains valid until I submit a new one; and (3) if I am married and do not name my spouse as my sole primary beneficiary, I will be required to submit a [beneficiary consent form](#) signed by my spouse.

[Return to Life Insurance Main](#)

Adding Beneficiaries


1. Once you click the Add a New Beneficiary button, you'll be prompted to enter the required information to identify your new beneficiary. Do so, and then click **Save**.


Personal Information


*First Name

Middle Name

*Last Name

Name Prefix 

Name Suffix 

*Date of Birth 

*Gender ▼

SSN

*Relationship to Employee ▼

2. For certain benefit-eligible relationships, you will be prompted to answer a few questions; do so, and click the **Agree** button at lower left.

Benefits Certificate

Child Certification

You are adding a child to the system and are required to attest to the following:

This person is my natural, adopted or step child, or I have legal guardianship of this child.

Answer

Yes
 No

If this person is not my child and is covered on benefits, I may be liable to pay incurred claims.

Answer

Agree
 Disagree

I understand that I may be required to provide supporting documentation of this relationship.

Answer

Yes
 No

Notes on Adding a **Trust** as a Beneficiary

If your beneficiary designation is a trust, note that the name fields are limited to 30 characters.

- a. Enter the name of the trust, using the first name and last name fields.
- b. In the date of birth field, enter the date that the trust was established.
- c. Select Gender: **Unknown**.
- d. Select Relationship to Employee: **Trust**

Personal Information

*First Name: Oberynd and Tatiana

Middle Name:

*Last Name: Family Trust

Name Prefix:

Name Suffix:

*Date of Birth: 12/15/2014

*Gender: Unknown

SSN:

*Relationship to Employee: Trust

Entering Allocations

When all of your beneficiaries are entered into ESS, you may allocate the percentage of benefits that each individual will receive.

Note: Your primary beneficiaries are first in line to receive allocations from your insurance policy benefit. If the primary beneficiary pre-deceases you, the secondary beneficiary is the next in line. If you do not designate a secondary beneficiary, that portion of benefit will revert to your estate for disbursement (in accord with applicable laws).

1. Simply enter your choices (as percentages) in the **New Primary Allocation** field(s) and, if you choose, **New Secondary Allocation** fields.
2. Click **Update Totals** to ensure that your allocations total 100%.
3. Select the **Acknowledgment** checkbox, and click **Save**. (See two examples below...)

Allocation Details

Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
<input type="checkbox"/> Allison Smith	Child	50		34	
<input type="checkbox"/> Jason L. Smith	Child	50		33	
<input type="checkbox"/> Ashley Smith	Child			33	
<input type="checkbox"/> Cersei Smith	Sibling				100

100 100

Acknowledgment
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[Return to Life Insurance Main](#)

Allocation Details

Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
<input type="checkbox"/> Ashley Smith	Child				
<input type="checkbox"/> Obery and Tatiana Family Trust	Trust	100		100	
<input type="checkbox"/> Cersei Smith	Sibling				
<input type="checkbox"/> Allison Smith	Child				
<input type="checkbox"/> Jason L. Smith	Child				

100

Acknowledgment
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[Return to Life Insurance Main](#)