

1. Access bswift.
2. Navigate to **My Profile > Beneficiaries**.

The screenshot displays the 'My Profile > Beneficiaries' page in the bswift system. The left sidebar contains navigation links: Personal Information, Family Information, **Beneficiaries**, Security Question, Life Event, Employee File, and Personalized Forms. The main content area is titled 'Beneficiaries' and shows the profile for 'Demo TEST21'. It includes a 'PRINT' button and a table of current beneficiaries:

Relationship	Name
(Employee)	My Estate
(Spouse)	Test Spouse
(Child)	Test Child2

Below the table is a '+ Add Beneficiary' link. A red box highlights the 'Beneficiary Designation' section, which includes a 'Basic Employee Life' header and a table for updating beneficiary percentages:

Name	Percentage
My Estate (Employee)	<input type="text"/> %
Test Spouse (Spouse)	<input type="text" value="100.0"/> %
Test Child2 (Child)	<input type="text"/> %

The total percentage is displayed as 'Total: 100%'.

Employees can update Beneficiaries at any time.

Contact the Human Resources department for any additional assistance by emailing [HR@archden.org](mailto:HR@archden.org)