

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 HelpDesk.

For Prince George's County Planning:

To open a ticket, send email to PPD.HELPDESK@ppd.mncppc.org

For Central Administrative Services:

Create a ticket on ONPOINT Service Desk at www.mncppc.org/onpoint or call 301-454-1040.

For Prince George's County Parks & Recreation:

301-454-1515 itchelpdesk@pgparks.com

For Montgomery County Parks and Planning:

mcp-help@mncppc-mc.org 301-495-2570

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.)

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

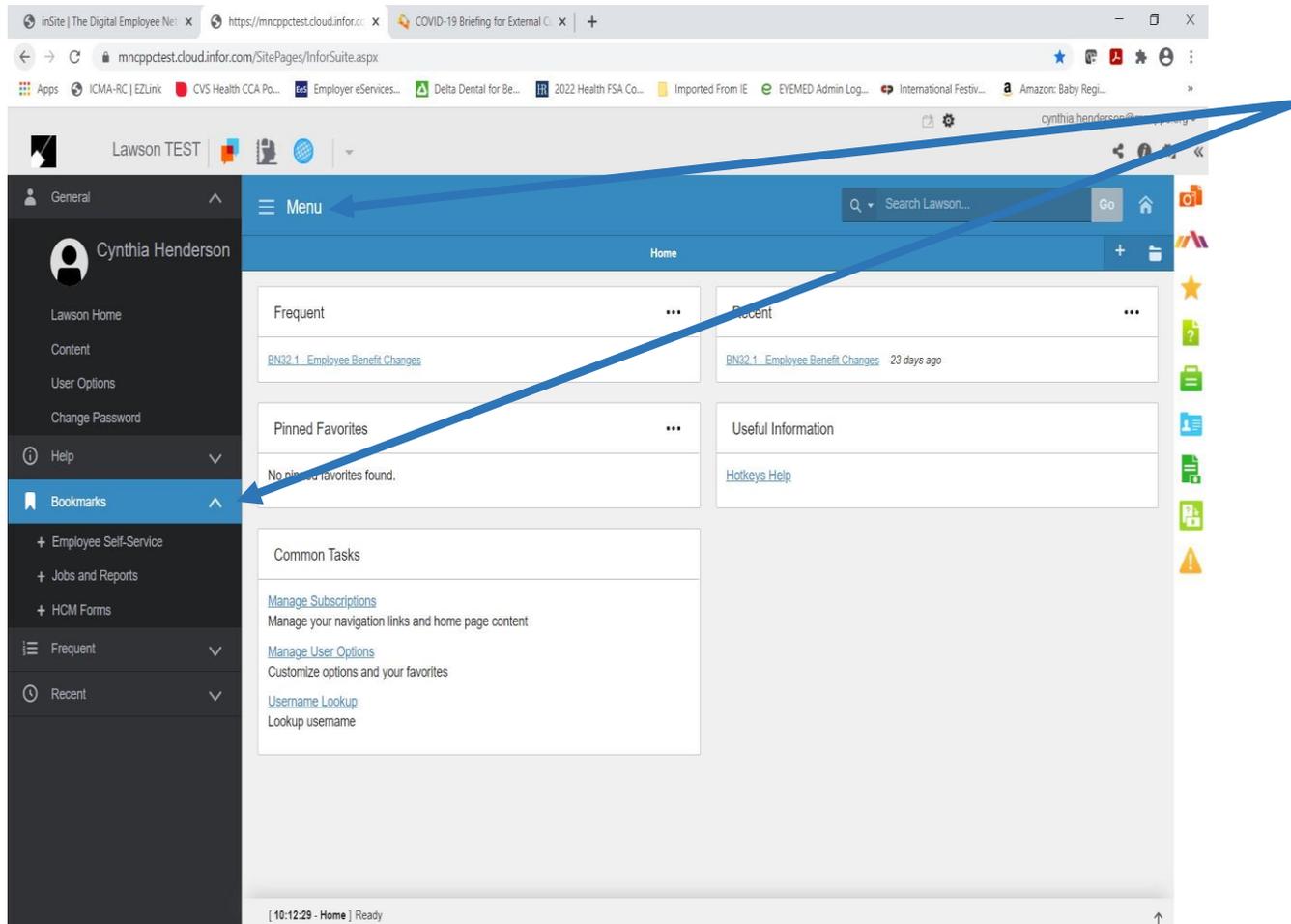
The screenshot shows the Insite portal homepage. The main content area includes sections for 'Classification and Compensation Study Update as of May 9, 2019', '2019 Holiday Schedule', '2019 Expense Reimbursement for Mileage (Notice 18-05)', and '2019 Career and Seasonal Bi-'. The right-hand sidebar contains links for 'MONTHLY PFM NEWSLETTER', '2019 KRONOS UPGRADE INFO', 'M-NCPPC Document Self-Service', 'Security Mentor', 'Wellness Portal', 'Workplace Wellness', 'EnergyCAP', 'Access to your email', 'Kronos Time System', and 'ERP System' (highlighted with a red box). The bottom navigation bar also includes 'ERP System' and 'EAM System'.

Step 3: Click on MNCPPC Azure

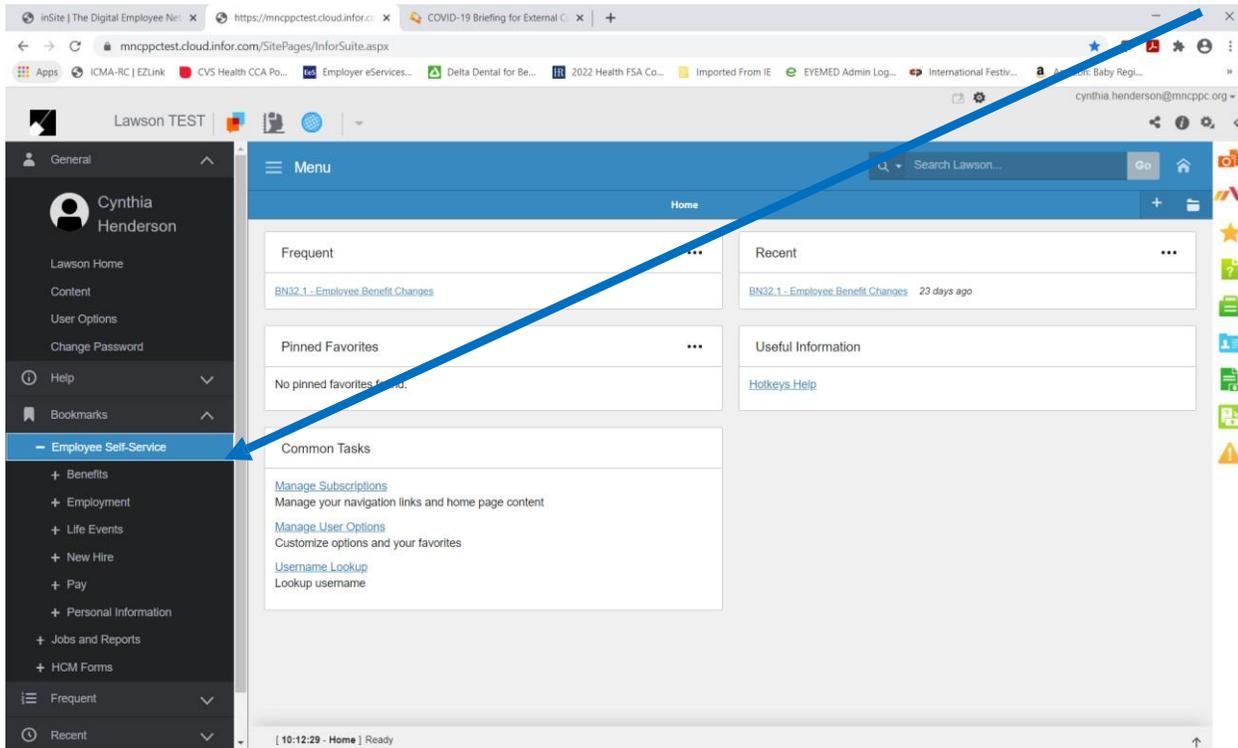
mingle-ssoinforcloudsuite.com/inforsts/CA36EAE58A44430A8E41F56DC5ABC91/idp/wsfed?wtrealm=urn%3Am12use1b-portal_core_443%3Aportal&wa=wsignin1.0&wreply=

The screenshot shows the Infor sign-in screen. The Infor logo is prominently displayed at the top. Below the logo, the text 'Sign in with...' is shown. Underneath, there are two buttons: 'Cloud Identities' and 'MNCPPC Azure'. At the bottom of the screen, there is a checkbox labeled 'Remember my authentication mode'.

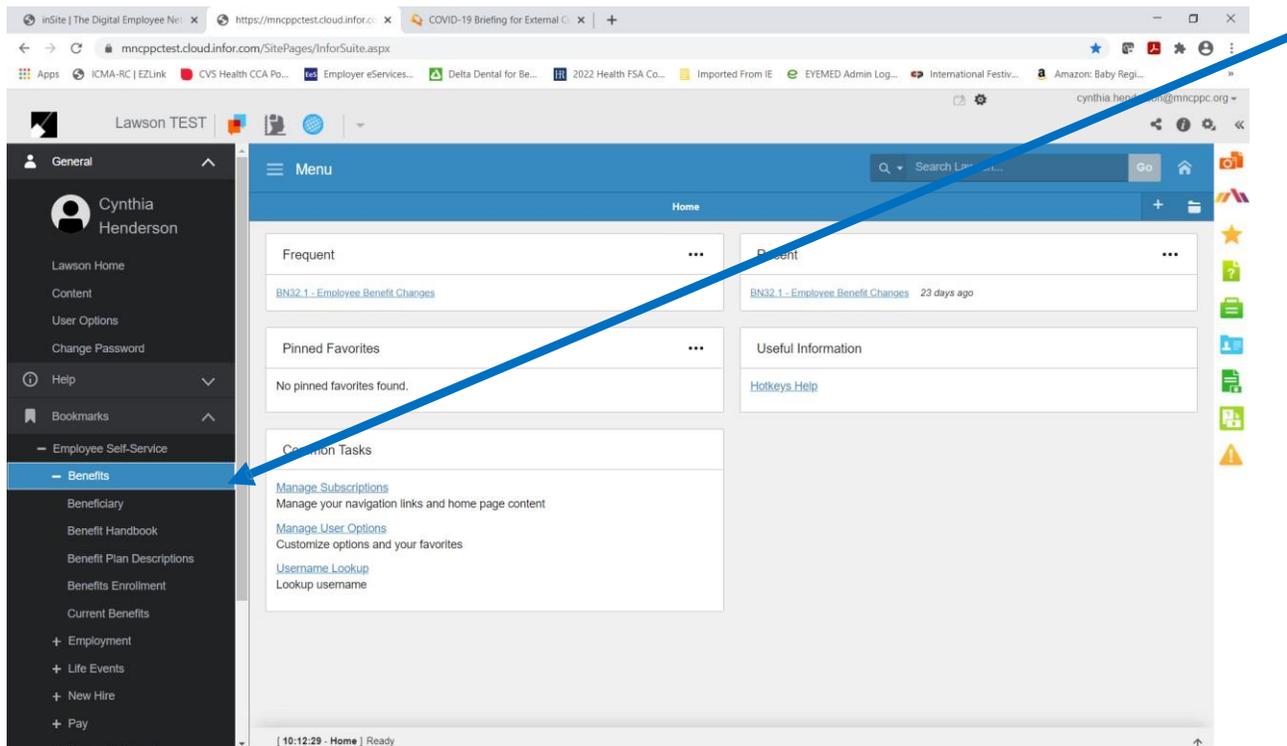
Step 4: Now you will be on the **Menu Page**. Click on **Bookmarks**.



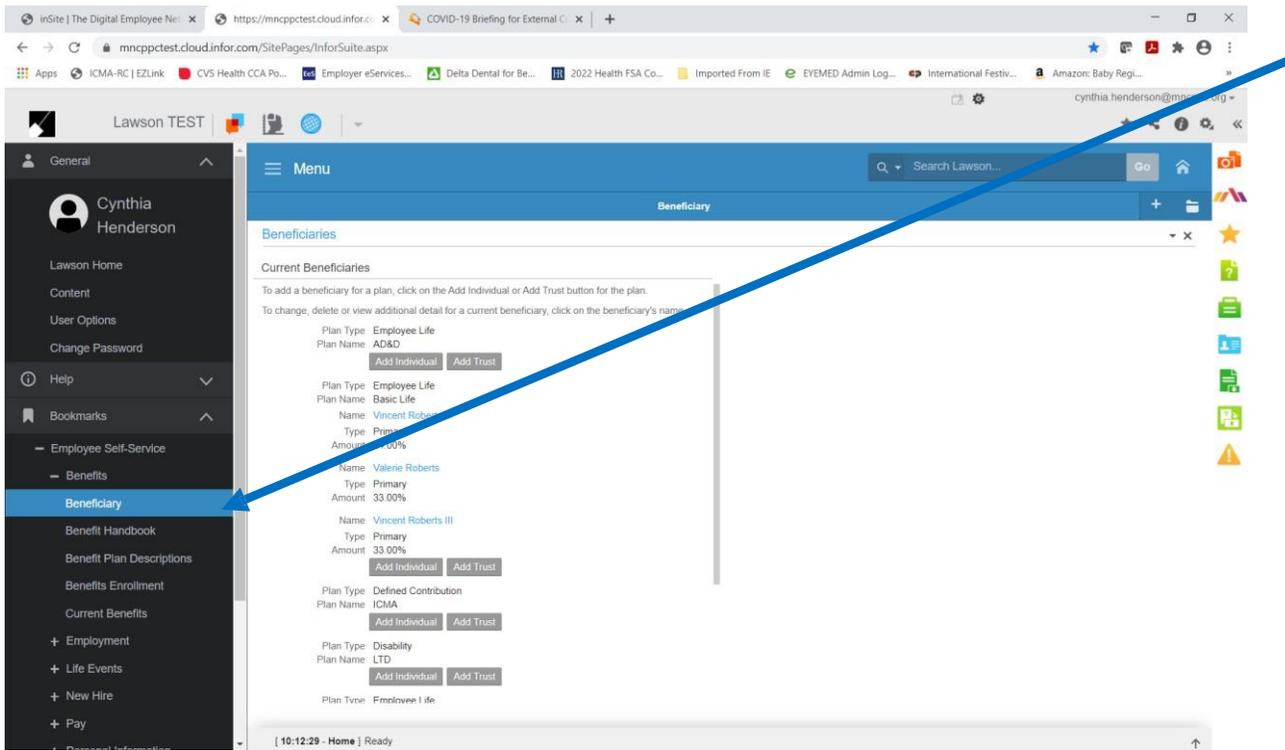
- **Step 5:** Click on **Employee Self-Service**. (You may see different bookmarks (listing and order) depending upon your access and work programs.)



- **Step 6:** Click on **Benefits:**

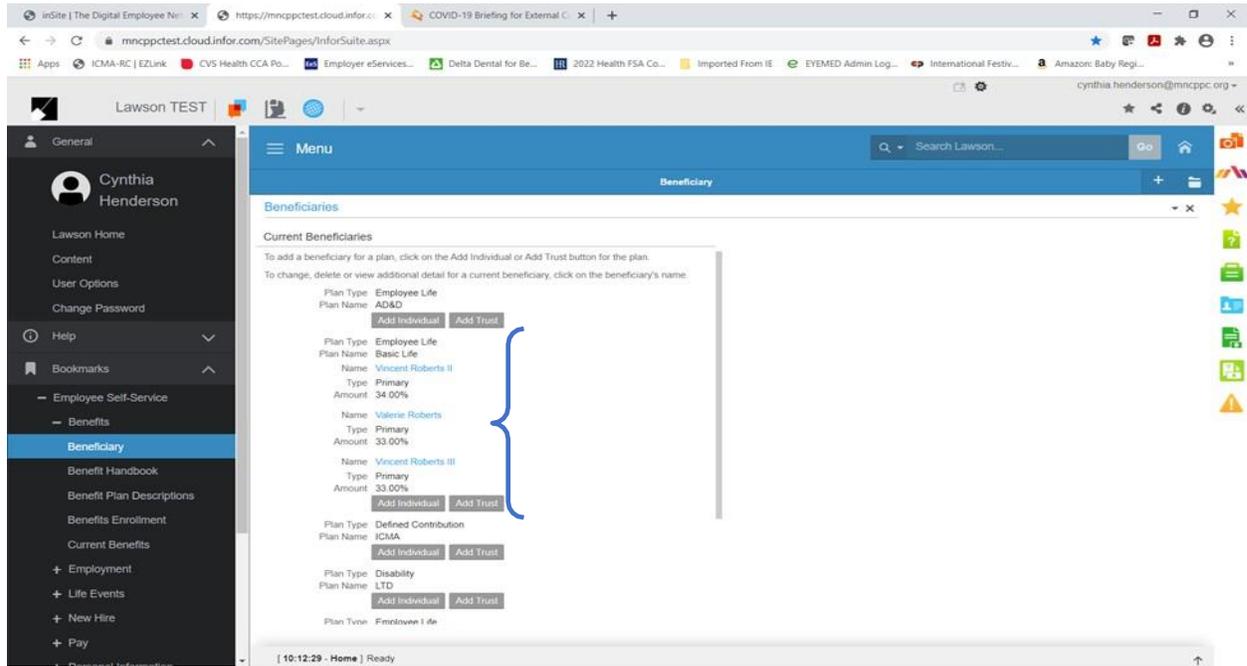


- **Step 7:** Click on **Beneficiary** to open the Beneficiary page.



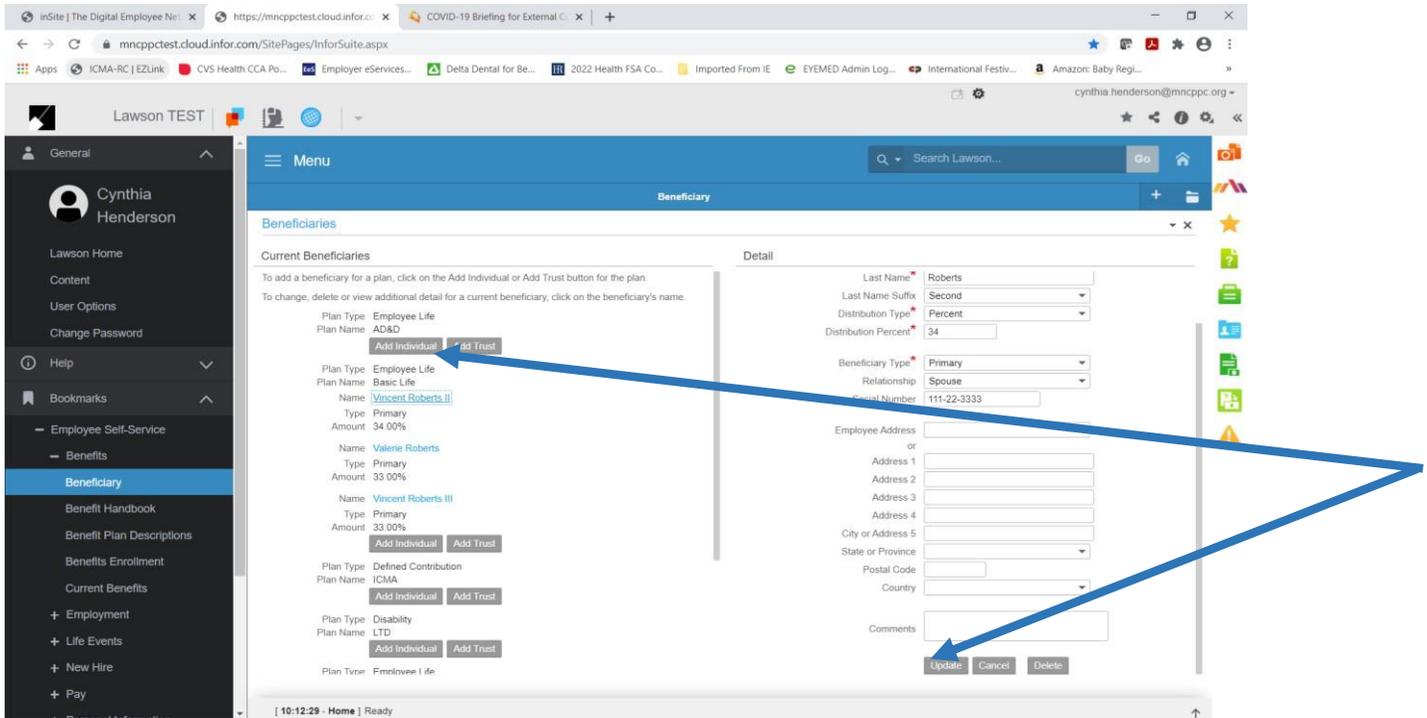
On the Beneficiary page you may **View Current Beneficiaries** and/or **Update** your Beneficiary Designations.

- **View Current Beneficiaries**

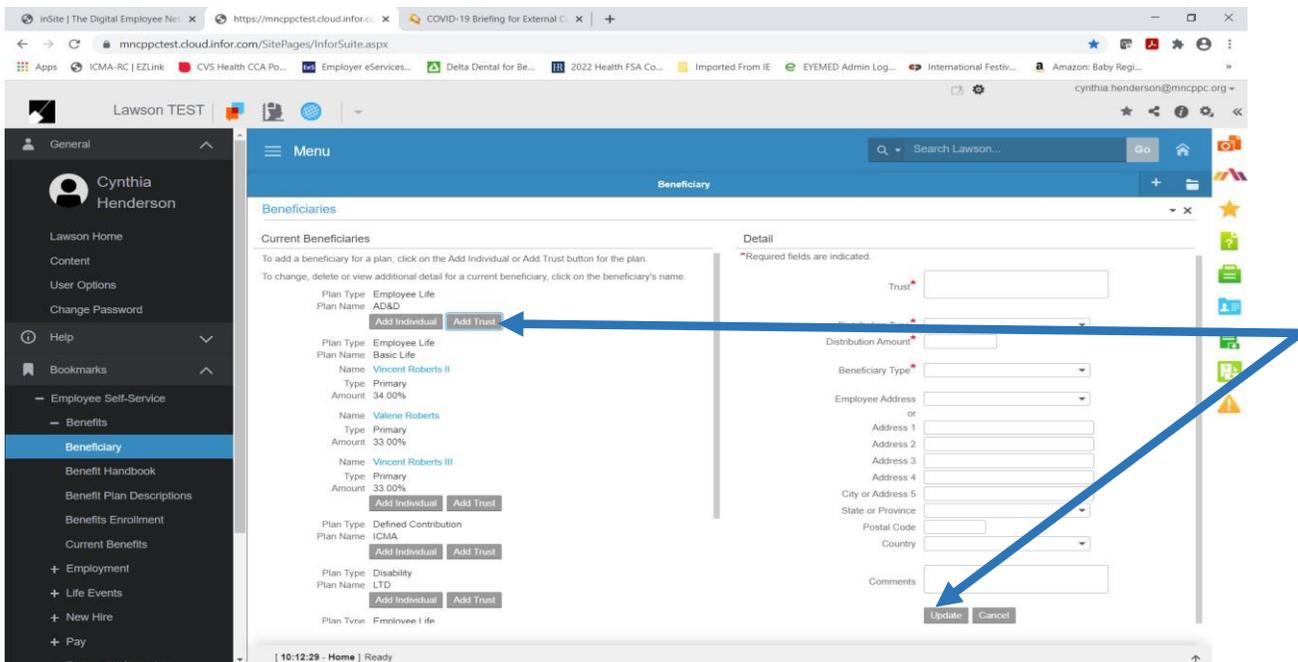


○ **Update Beneficiaries - Add Individual or Trust/Delete/Change Detail Information**

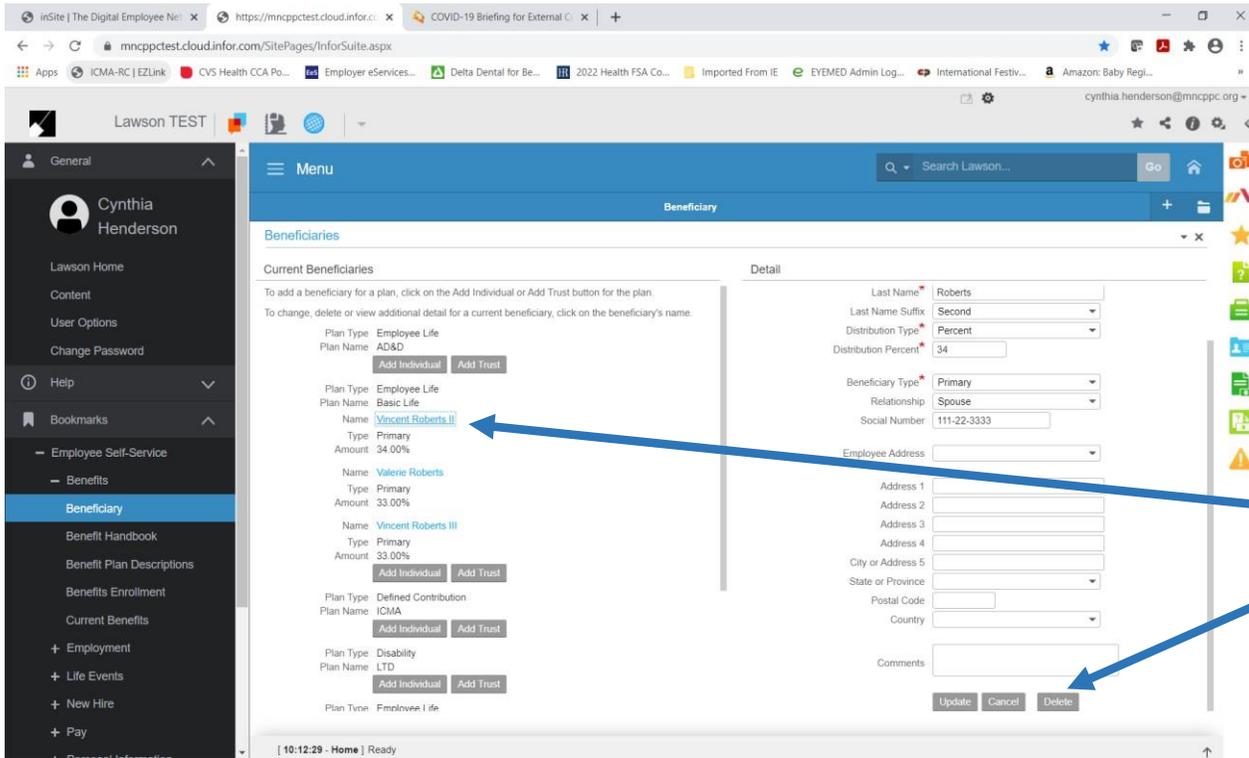
- **ADD INDIVIDUAL** - Click **Add Individual**. In the **Detail** pane on the right; at minimum complete required fields *. When complete, click on **Update** at the bottom of the **Detail** pane.



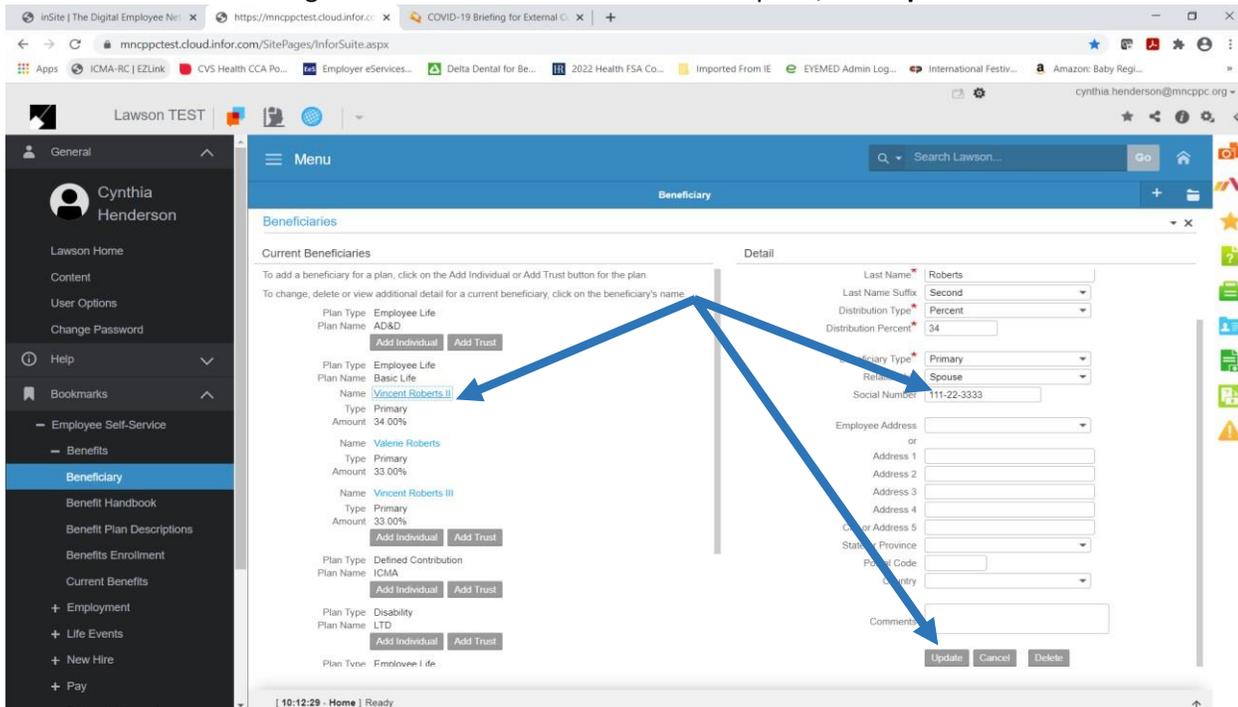
- **ADD TRUST** - Click **Add Trust**. In the **Detail** pane on the right; at minimum complete required fields *. When complete, click on **Update** at the bottom of the **Detail** pane.



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

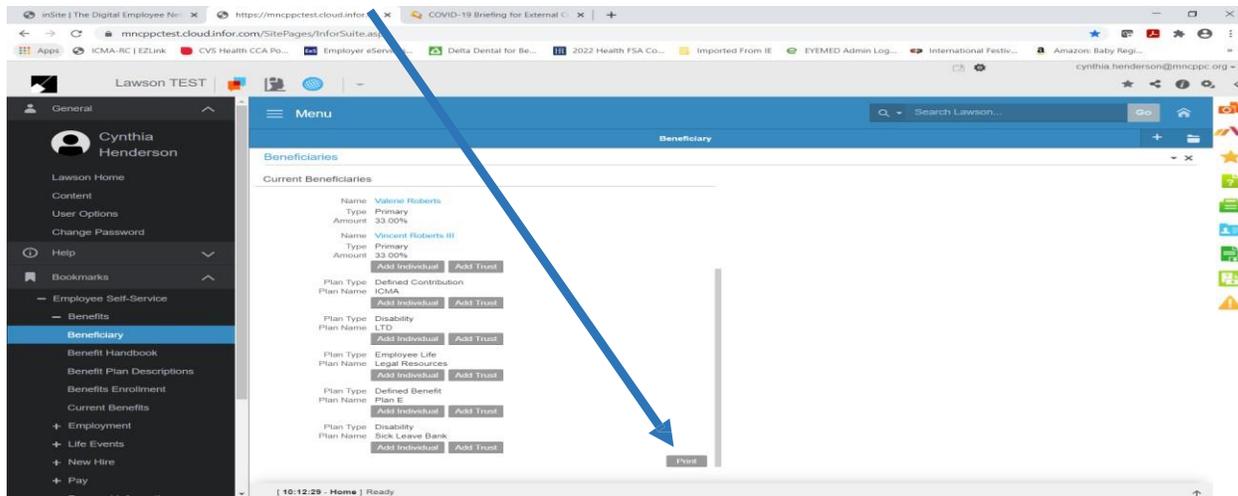


- **CHANGE BENEFICIARY DETAIL INFORMATION** in Detail pane on the right. Click on **Name of Beneficiary** and change the **Detail information**. When complete, click **Update** at the bottom of the **Detail** pane.



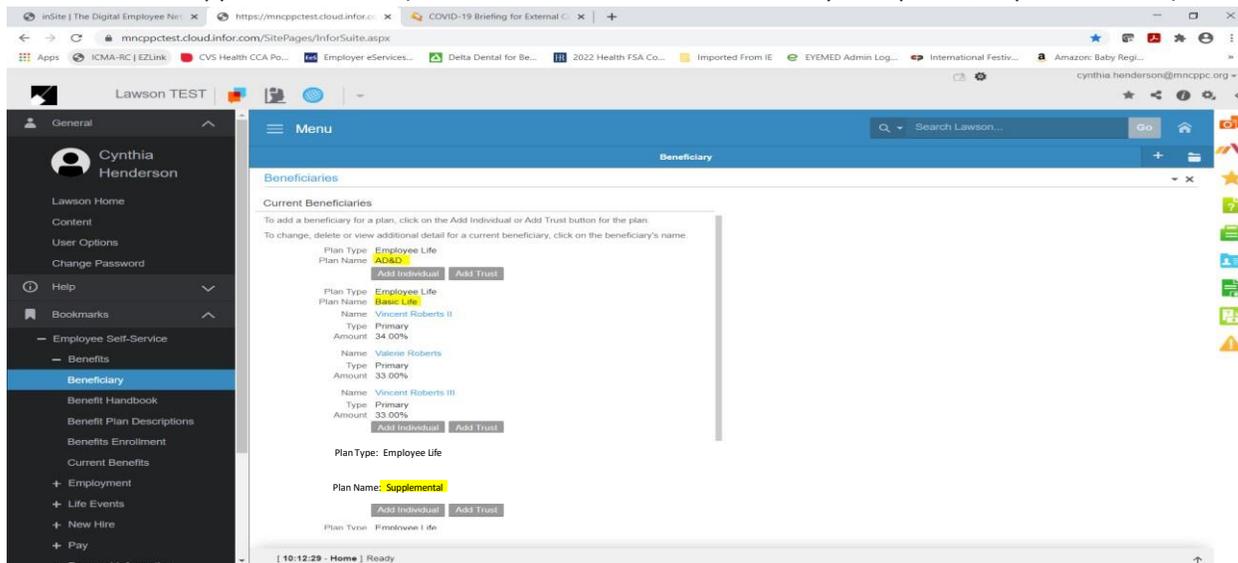
OTHER THINGS TO KNOW

*****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.



The screenshot shows the Lawson TEST system interface. On the left is a navigation menu with the user's name 'Cynthia Henderson' and various options like 'Beneficiary', 'Benefit Handbook', and 'Current Benefits'. The main content area is titled 'Beneficiaries' and displays a list of 'Current Beneficiaries'. Each entry includes details such as Name, Type, and Amount, along with 'Add Individual' and 'Add Trust' buttons. At the bottom right of the list, a 'Print' button is highlighted with a blue arrow pointing to it.

*****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.)



This screenshot shows the same Lawson TEST system interface. The 'Current Beneficiaries' list is displayed with instructions: 'To add a beneficiary for a plan, click on the Add Individual or Add Trust button for the plan. To change, delete or view additional detail for a current beneficiary, click on the beneficiary's name.' Several items in the list are highlighted in yellow: 'AD&D' under Plan Name, 'Employee Life' under Plan Type, 'Basic Life' under Plan Name, and 'Supplemental' under Plan Name. The 'Print' button is also visible at the bottom right of the list.

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