

Guide to Beneficiary Designation in MI HR Self-Service

No need to complete a paper form, update your beneficiary forms online for your employee last check benefit & employee life insurance. You may also contact the MI HR Service Center 877-766-6447 for assistance with the online process.

1. Using Internet Explorer enter www.michigan.gov/selfserv on your address bar:



2. After arriving at the MI HR Gateway - Ready to Login Page you will need to choose either Self-Service from work or Self-Service from home depending on your location. (Circled in red below)



3. After choosing either the from work or home option the following pop-up box will appear, choose OK.



4. You will then be prompted to login to MI HR Self-Service. Your username will be your "h" ID, if your ID number is only 6 numbers make sure to enter the number zero after the h. Your system-generated password is 8 characters and consists of a combination of letters, numbers, and possibly a symbol. If you need password assistance, please contact the MI HR Service Center at 877-766-6447.

5. After logging in you will be taken to the home screen where on the left hand side you will need to select Benefits. (circled below in red)

MI HR Self-Service Home

Home

Employee Self-Service ^

- MI HR Information
- Pay v
- Employment v
- Performance Management v
- Personal Information v
- Benefits v**
- Life Events v
- Help v
- Statewide Messages

Password Information v

Web Sites v

Manager Self-Service SOM v

Protect your confidential



6. And then select Beneficiary. (circled below in red)

Home Benefits

Benefits v

- Parent Menu ^
- Current Benefits
- Beneficiary**
- Qualified Parking
- Additional Information v

Protect your confide



7. From this screen you can choose to add Individual beneficiaries or a trust by selecting one of the boxes circled in red below.

The screenshot shows the 'Beneficiaries' page with a left-hand navigation menu. The main content area is titled 'Beneficiaries' and contains instructions for adding, viewing, or changing beneficiary designations. Below the instructions, there are two plan entries:

Plan Type	Employee Life
Plan Name	LAST CHECK BENEFICIARY DESIG
<input type="button" value="Add Individual"/> <input type="button" value="Add Trust"/>	
Plan Type	Employee Life
Plan Name	STATE 2X EMPLOYEE LIFE
<input type="button" value="Add Individual"/> <input type="button" value="Add Trust"/>	

At the bottom of the plan entries, there are two buttons: 'Print This Screen' and 'Print Beneficiary Forms'.

8. After selecting either Individual or Trust a green detail box will display on the right side. Within the green detail box you will want to add as much information as possible about your beneficiary, however you must complete all fields with a red star. After completing the necessary information use the green scroll bar on the right side and click the submit button to enter your information.

The screenshot shows the 'Beneficiaries' page with a 'Detail' form on the right side. The form contains the following fields:

- First Name *
- Middle Initial
- Last Name *
- Last Name Suffix
- Distribution Type *
- Amount *
- Beneficiary Type *
- Relationship
- Social Number
- Employee Address
- or
- Address 1
- Address 2
- Address 3
- Address 4
- City or Address 5

The form includes a green scroll bar on the right side and a question mark icon in the top right corner.

9. After entering your beneficiaries information it will display as such. You may continue to add more than one beneficiary keeping in mind that you are limited to naming only one primary and one contingent beneficiary unless children are named. If children are designated those listed will share the benefit equally.

Beneficiaries

Current Beneficiaries

Add, view, or change beneficiary designations for Last Check/Final Compensation, State 2X Employee Life, or Reduced Life below. For help, call 1-877-766-6447.

Manage Defined Contribution, 401K, and/or 457 beneficiary designations online at ING 401k/457 Plans Web Site. For help, call 1-800-748-6128.

Manage Defined Benefit beneficiary designations online at ORS miAccount. For help, call 1-800-381-5111.

Online designations replace any prior designations. If you wish to file a paper form, use the Print Beneficiary Forms button.

Plan Type	Employee Life
Plan Name	LAST CHECK BENEFICIARY DESIG
Name	Susie O Blank
Type	Primary
Amount	100.00%

Plan Type	Employee Life
Plan Name	STATE 2X EMPLOYEE LIFE

10. Once you have completed your beneficiary designation for the LAST CHECK plan, you must complete the same steps for the STATE 2X EMPLOYEE LIFE plan.

Home **Benefits**

Benefits

- Parent Menu ^
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Once you have completed all of these steps all of your beneficiary designations are saved, and there is no need to submit further documentation.

If you need assistance with any of the above steps please contact the MI HR Service Center at 1-877-766-6447.