

CONTENT AREA

Adding and Updating Beneficiaries in Y.E.S

ANNOUNCEMENT

The Benefit Services Division has recently noticed that many employees do not have designated beneficiaries or have outdated beneficiary information. We would like to stress the importance of keeping these records up to date.

Updating or adding beneficiary information is easy to do!

1. Log into Y.E.S at www.yes.az.gov
2. Click on Your Employee Services
3. Click on 'Benefits' tab
4. Click on 'Beneficiary' -Your current beneficiary information will appear

Adding a Beneficiary:

1. Select 'Add Individual'
2. Fill out required information in applicable fields
3. Click update
4. Print Option- It is recommended to print your beneficiary information for your records

Updating Beneficiary Information:

1. Click on current 'Beneficiary Name'
2. Fill out required information in applicable fields
3. Click update
4. Print Option- It is recommended to print your beneficiary information for your records

If you do not wish to make any changes no further action is required.

Please share this information with employees at your agency.

ISSUED

August 30, 2012